

# Flashes Aquatics Club Handbook



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## Overview

### Purpose

The purpose of this handbook is two-fold: to explain to new members about Flashes Aquatics Swim Club (FA) and to outline various policies that affect all swimmers, year after year. All families should read it so that they may become familiar with important facts and rules of the club. The USA Swimming age-group swimming program is America's largest program of guided-fitness activity for children.

### Vision

Devoted to Athletes. Dedicated to Character. Driven to Excellence.

### Mission

Flashes Aquatics is committed to developing athletes who achieve their highest potential technically, physically, and mentally while emphasizing strength in character, sportsmanship and a life-long love of swimming.

### Club Information

Flashes Aquatics' Board of Directors and coaching staff are dedicated to providing a strong swim program in which all members can excel.

Flashes Aquatics is sanctioned by USA Swimming, the National Governing Body for the sport of swimming in the United States. You may visit their website at [www.usaswimming.org](http://www.usaswimming.org) for valuable parent and swimmer information. All Flashes Aquatics swimmers are required to register and become members of USA Swimming. As a USA Swimming member, you'll represent Flashes Aquatics and be eligible to participate in competition swim meets.

All clubs in the state of Indiana are locally governed under Indiana Swimming, Inc., [www.inswimming.org](http://www.inswimming.org). This is the best place to find detailed meet information and swimming news for our state. It is highly recommended that all parents visit this site and return often for updates.

Age-group swimming builds a strong foundation for a lifetime of good health. Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well. Swimming is also the most injury-free of all children's sports. In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes and develops lifetime habit patterns for physical health. Finally, a swimmer's accomplishments in learning and using new skills contribute to a stronger self-image.

Flashes Aquatics also requires parental involvement in several available capacities. Lifeguards, Officials, Timers, Coaches, and mentors to families new to our club are crucial to our success and growth as a swim club. Information on Lifeguard or Official training programs can be obtained by speaking with our head coach, or a member of the board.

### Communication

Communication within the club is mainly through email and the FA website [www.ftswimming.org](http://www.ftswimming.org). It is very important that you let us know of any changes to your email address or you may miss out on important information/changes.

## Coaches

### Coaching Staff

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The Flashes Aquatics staff consists of professionally-trained coaches. They have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Certified coaches in USA Swimming programs possess training and experience in the physiology and psychology of adolescent development. Flashes Aquatics' staff consists of paid coaches and occasional volunteer coaching staff. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

A list of our current coaches can be found on our website [www.ftswimming.org](http://www.ftswimming.org).

### Coaching Responsibilities

The coaches' job is to supervise the entire competitive swim program. The Flashes Aquatics coaching staff is dedicated to providing a program for swimmers that will enable them to learn the value of striving to improve oneself—"to be the best that you can be". Therefore, the coaches must be in total control in matters of training and competition.

- The coaches are responsible for placing swimmers in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/she will be placed in a more challenging training group by the coach.
- Sole responsibility for stroke instruction and the training regimen rests with the Flashes Aquatics coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
- At meets, the coaches will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their child's performance.)
- The coaching staff is constantly updating and improving the Flashes Aquatics program. It is the swimmers' and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

If a coach is not performing their responsibilities to the best of their abilities, please request a meeting with the Head Coach or the Board of Directors to discuss the matter.

- All coaches have incredible knowledge of the sport and have been active participants and coaches for several years.
- Coaches regularly attend coaching clinics and read related articles and keep current certifications in CPR (yearly), First Aid, and Coaches Safety Training (3 year certification).
- At least one coach is present at every meet.

## Athlete Training

### Training Sessions

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimmers. Training schedules are designed to provide only slightly more time than is required for a swimmer to accomplish this. Therefore, it is important that each swimmer attends as many practices as possible, in order to derive the full benefits of the program. Pool availability is our most limiting factor.

Flashes Aquatics trains at the Franklin Central High School pool year round.

The High School teams naturally have priority in scheduling of practices and meets; therefore, scheduling parameters described are goals. A practice and meet schedule will be provided each season.

## Training Expectations

Flashes Aquatics uses a "progressive" age-group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program. In this respect, "too much too soon" is more often the cause of failure to achieve maximum potential in senior swimming. In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers, who are compatible in respect to abilities, commitment levels and goals.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long-term goal of total excellence is always in mind. As each child is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer's physical, mental, and emotional level of development. The following is a list of each group.

## Group Levels

### Developmental

#### Introduction to Competitive Swimming

##### Training Focus

Attaining a basic knowledge of all strokes. Will focus mainly on kicking and drills to improve strokes. Distance and endurance swimming will not be emphasized at this level. Swimmers will compete in select meet(s) during the each season, mainly in freestyle and backstroke events.

##### Swimmer Participation

2 practice days per week. Participate in select meets during the season in 1-2 events.

### Bronze Group

#### Entry Level Competitive Swimmers

##### Training Focus

Attaining a basic knowledge of all strokes, including butterfly and will learn to swim an Individual Medley (IM). Strong emphasis on learning proper stroke technique, starts, turns and finishes. Athletes will compete at invitational meets.

##### Swimmer Participation

3-4 practice days per week. Meet participation as defined in the season schedule (usually 5-6 meets for the Fall/Winter season) with 2-3 events per day. Participation in all home meets is mandatory.

### Silver Group

#### Intermediate Level Competitive Swimmers

##### Training Focus

Swimmers have a basic mastery of all strokes. Will focus on a continued improvement in technique, learning basic interval sets, and begin to train to swim moderate distance events. There will also be focus on improving times in all events.

##### Swimmer Participation

4-5 practice days per week. Meet participation as defined in the season schedule (usually 6-7 meets for

the Fall/Winter season) with 3-4 events per day. Participation in home meets is mandatory.

### Gold Group

Upper Intermediate and Advanced Level Competitive Swimmers

#### Training Focus

Swimmers have a basic mastery of all strokes as well as competitive times in multiple events. Will focus on a continued improvement in technique, learning basic interval sets, and begin to train to swim distance events.

#### Swimmer Participation

4-6 practice days per week. All invitational meets are required, as defined in the seasonal meet schedule, swimming the maximum number of allowed events per day. Participation in home meets is mandatory. Championship meets are required as well.

### Flashes – High School Group

High School Advanced Level Competitive Swimmers

#### Training Focus

Swimmers are on the Franklin Central High School Swim Team\* and have a high level mastery of strokes. Will focus on achieving perfect technique, heavy training, and holding fast intervals during training.

#### Swimmer Participation

4-6 practice days per week. Early morning practice (when available.) All invitational meets are required, as defined in the seasonal meet schedule, swimming the maximum number of allowed events per day. Participation in home meets is mandatory. Championship meets are required as well.

\*Spring/Summer season, swimmers entering the High School team in the upcoming fall may join the Flashes team at the coaches' discretion. Swimmers on Franklin Central High School Swim Team that have not yet mastered all strokes may register for the Flashes team, however they may practice with other club groups based on skill level.

### Group Level Placement

Group placement information can be found on our website at [www.ftswimming.org](http://www.ftswimming.org)

The placement criteria is reviewed and updated annually to meet the changing needs of the swim program.

**The team coaches, regardless of qualification times, ultimately determine all club levels. Advancement of swimmers may be conditional on their attendance, current season meet participation, and/or participation in the following club season.**

### Learn-to-Swim Lessons Program

Children ages 3 and older are perfect for the Flashes Aquatics Learn-to-Swim Program. Each child is evaluated at the beginning of the session and placed in a station with children of similar ability. The Flashes Aquatics swim program advances children through 6 progressive stations, or levels, to build their swimming skills. During the course of the program, children start with introductory skills, such as floating, and work their way up to learning multiple strokes and water safety skills. After Level 6, children can continue onto our Developmental club team, which will prepare students for competitive swimming.

Full descriptions of our lessons programs can be found on our website [www.ftswimming.org](http://www.ftswimming.org)

### Athlete and Family Expectations

### Athlete Expectations

A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice. They will be required to bring specified training accessories (i.e., goggles, caps, equipment, etc.) to workouts. It is their responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as excuse to miss part of a training session.

Swimmers are required to follow these basic behavioral rules:

- Strive to do your best in your school work
- Have and show respect for coaches, other swimmers, and parents
- Have and show respect for meet officials and volunteers
- Come to each practice prepared to train at your highest possible level
- Take responsibility for your performance and actions
- Set high, yet realistic goals and work toward those goals
- Seek advice of coaches and take encouragement and criticism in the context it was given
- Pay attention to coaches at all times
- Have a positive attitude and HAVE FUN

Swimmers are required to follow these specific dry land rules:

- Be dressed and prepared for each training session
- Work to your level of ability
- Don't stop or interfere with the training of others
- Always try to do your best in each skill development drill
- REPORT ANY AND ALL INJURIES TO COACHING STAFF IMMEDIATELY

Swimmers are required to follow these specific swim training rules:

- Be prepared for the start of practice
- Have all equipment ready and in good working order
- Have water bottle filled
- Enter water in safe feet-first manner
- Proper training skills are to be practiced at all times
- Test sets and drills are set up to challenge the swimmers ability; keep a positive attitude and do your best at each opportunity.

Swimmers are required to follow these swim meet rules:

- Arrive early; be ready to warm up with the team
- Stretching will be completed prior to beginning of warm ups
- Check in with deck coach before and after each swim
- Be respectful to all meet officials, volunteers, and the facility
- Do not leave meet without first notifying deck coach
- Enjoy the experience with friends and family
- Encourage and cheer for teammates during races

### Practice and Attendance Expectations

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. These policies have been developed over many years and are designed to provide the best possible practice environment for all. Each training group has specific attendance requirements appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will

produce the greatest amount of success. The club does, encourage younger swimmers to participate in other activities. The coaches' expectation that swimmers attend practice sessions increases in more advanced training groups.

1. Swimmers are required to arrive promptly for practices and be ready to swim at the appointed practice time. In the event of changes in the practice schedule, you will be notified via email. Changes will also be posted to the club's website, [www.ftswimming.org](http://www.ftswimming.org). In case of severe weather, while in practice, coaches will follow the High School emergency procedures. If Franklin Township schools are not in session due to inclement weather, there is no swim practice unless otherwise noted on the team Calendar.
2. Swimmers are expected to attend all regular season practices and meet the attendance requirements defined at each group level. Coaches are to be informed as to the reason for the swimmer's absence.
3. Swimmers are expected to be at practices and be ready to get in the pool at the designated time. That means that swimmers will need to arrive early to get changed, stretched, and equipment ready (including having cap and goggles on). Swimmers should arrive on the school grounds no earlier than 15 minutes prior to their workout time and be picked up no later than 10 minutes after their practice is over. Swimmers should be ready to swim five minutes prior to the start of their practice.
4. Swimmers not prepared for practice, or not working out to their fullest potential, may be given penalty yards at the end of practice (i.e. 500 yd swim for swimmers in the Gold group).
5. Swimmers are expected to pay attention to their group's coach or any FA coach when directions, instructions, corrections, etc. are being given. If a swimmer does not understand what a coach is saying, the swimmer is expected to let the coach know so it can be repeated or restated.
6. Swimmers are expected to be respectful, polite, and courteous to all the FA family, including other swimmers, coaches and parents.
7. Swimmers are expected to give their best effort (speed and technique) during every practice.
8. Swimmers will be allowed one bathroom and drink break during practice at the coach's discretion.
9. Swimmers are expected to exit the pool immediately at the end of practice and will have 10 minutes to use the locker room.
10. Plan to stay the entire practice. The last part of practice is very often the most important. Usually, there are announcements made at the end of each practice. In the event that your child needs to be dismissed early from practice, a note/email from the parent or the presence of a parent is required.
11. Swimmers are to enter the building at the Natatorium entrance. A swimmer found in any other part of the building, when not authorized, could damage our relationship with the High School; and therefore, will be subject to dismissal from the Flashes Aquatics team without refund for the remainder of the season.
12. While on school grounds, the swimmers are the responsibility of the coaching staff. During practice sessions, swimmers are never to leave the pool area without coach's permission.
13. Swimmers are expected to treat all equipment (kickboards, paddles, flippers, etc.) with care and put them back in the proper storage location at the end of practice.
14. Parents are allowed to observe practice from the spectator viewing area. Normally, coaches will be available for a brief period after practice to answer your questions. Please limit questions to areas directly related to your child's swimming. Direct all administrative questions to the FA Board of Directors and any scheduling questions to the Head Coach.
15. Swimmers are not to be in the stands during practice and parents will not be present on the deck, unless it is an emergency.
16. Parents of swimmers in the Developmental, Bronze, and lessons programs are strongly encouraged to stay and watch their child from the stands. This helps give confidence to the young, beginning swimmer.

**Holiday Breaks** – Practices will be held over holiday breaks, however practices may be combined and/or have varying times/dates.

**Pool Availability** – Due to High School and Middle School meets, Flashes Aquatics may add practices at the discretion of the Board and Coaches. Flashes Aquatics will not have “make-up” practices due to pool availability, but will make reasonable efforts to provide every swimmer as much pool time as possible.

**Combined Groups** – During the Middle School season, many swimmers participate on the Middle School team, therefore any members wishing to swim club instead of Middle School, or not eligible to swim middle school, will be part of a combined practice determined by the Board of Directors and coaches. The combined groups will be based on the number of swimmers remaining in the club.

### Team Apparel & Equipment

**All members are REQUIRED to have the following:**

- Practice swimsuit (one-piece for females, jammer or brief for males)
- Practice swim cap (required for females, optional for males)
- Goggles
- FA team suit for swim meets\*
- FA team cap for swim meets (included with registration each season)
- FA team shirt (included with Fall/Winter registration each season)

\*High School and Middle School team suits are acceptable for meets. Swimmers new to the club should wear competition style suits to meets.

### Group Level Equipment Requirements:

- Developmental: none
- Bronze: Fins
- Silver: Fins, Snorkel, Pull Buoy, Paddles
- Gold: Fins, Snorkel, Pull Buoy, Paddles
- Flashes: Fins, Snorkel, Pull Buoy, Paddles, Brick Kickboard, Parachute

Kickboards & pull buoy will be available at the pool for swimmers to borrow, or they can provide their own. This equipment list is subject to change and will be updated on our website at [www.ftswimming.org](http://www.ftswimming.org).

### Insurance

It is required of all Flashes Aquatics swimmers that they have a current USA Swimming membership. This membership not only supports swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club. Each swimmer is covered at any organized practice of Flashes Aquatics and every competition that is sanctioned by USA Swimming. A summary of the coverage is listed below. The membership cost for USA Swimming is approximately \$65-75 per year. No swimmer will be permitted to participate in practices until the fee is paid. This fee is charged and collected at the time of registration and subject to yearly revision. The program provides safety education for members, excess to accident medical protection for USA Swimming members who may suffer injuries while participating in insured activities, and provides evidence of financial responsibility so USA Swimming clubs can conduct insured events and activities.

USA Swimming has adopted two major insurance programs; Excess Accident Medical Protection & Liability Insurance Program. These two programs are intended to provide reasonable protection for USA Swimming athletes and clubs while stabilizing the cost. For detailed information about insurance coverage, consult documentation on USA Swimming website ([www.usaswimming.org](http://www.usaswimming.org)).

## Family and Athlete Policies & Agreements

Flashes Aquatics is committed to providing a safe and fun environment for all swimmers, coaches and families. To make this possible, each family/swimmer must agree to the following waivers and policies:

- Club Handbook (this document)
- Liability Waiver
- Medical Waiver
- Code of Conduct
- Anti-Bullying Policy
- Travel Policy
- Transportation Policy
- Electronic Communications Policy
- Locker Room Policy
- Photo & Video Policy (Optional)

Copies of all waivers and policies can be found on our website at [www.ftswimming.org](http://www.ftswimming.org).

Parents/guardians, by agreeing to the above waivers in the online registration process, you further acknowledge that your swimmer/athlete is familiar with the Code of Conduct, Anti-Bullying policy, Electronic Communications Policy, Locker Room Policy, Travel Policy, and Club Handbook.

## Swim Meets

### Meet Overview

Flashes Aquatics will normally compete in one or two swim meets each month during the session.

- All events in a swim meet are individual events except for the relay events. Coaches decide which athletes participate in relay teams.
- USA Swimming procedure requires a team to submit an entry to participate in an Invitational meet. Sometimes a meet will “fill up” which may result in our club not being accepted into that particular meet. Meets scheduled on the team calendar are tentative. In the event that we are not accepted into a meet, you will be contacted by email. If possible, the coaches will seek another meet to attend instead.
- Meets sanctioned by USA Swimming are officiated by USA Swimming trained Officials. Officials are trained to observe proper procedure and stroke technique. If your swimmer has been disqualified for any reason at a meet, remember that this is a learning experience and not the end of the world. Nearly all swimmers have been DQ'd at one time or another, even in the Olympics!! Just ask!

Swimmers are expected to attend at least the following amounts of meets:

- Developmental: 1-2 as selected by coaches
- Bronze: 5-6 invitationals
- Silver: 6-7 invitationals
- Gold: 7-8 invitationals
- Flashes: Based on High School schedule

**Invitational:** The majority of meets are Invitationals, which are held on the weekends and are broken down into sessions by age group. You will need to indicate on the electronic meet registration which days and events your swimmer will be able to attend.

**Dual & Intra-Squad:** Another type of swim meet is called a dual or intra-squad meet. In a dual meet,

one club competes against another. Intra-Squad meets are only Flashes Aquatics swimmers competing against each other. Dual and Intra-Squad meets are usually only for one day or evening, and may last from 3-4 hours.

Most of all, remember that your behavior at a meet is not only a reflection on you, but also on Flashes Aquatics.

### Swim Seasons

Flashes Aquatics trains year-round but the swim meet schedules and team registrations are divided into two seasons. The fall/winter, or "short course," season runs from September to February. The meets are held in a 25-yard pool. The spring/summer, or "long course," season runs from early April to July. Meets are generally held in 50-meter pools (Olympic size).

1. Fall/Winter –September, October, November, December, January, February
2. Spring/Summer – April, May, June, July

The club will be off the month of March & August, however swimmers participating in championship events will still practice. The club may start the season in August, depending on school start dates and summer season end dates.

### Swim Meet Sign-up Procedure

- Notifications for upcoming swim meets will be posted on the club website, [www.ftswimming.org](http://www.ftswimming.org) as well as the team calendar. Deadlines for dates to sign up will be posted as well. The meet sign-ups will be available online for you to register. Coaching staff will be the final approver for which events your swimmer is entered in. If you have any questions, please contact the coach.
- Club members have a minimum expectation for participation in meets determined by their ability group.
- If you are for any reason unable to attend a meet for which you have already signed up, PLEASE notify one of the coaches as soon as possible.
- You must understand that if you do not attend a meet that has already been paid for by Flashes Aquatics, you will not be able to receive a refund for meet fees paid, as Flashes Aquatics will not receive a refund from the hosting team.
- In the event that a swimmer qualifies for Championship level meets, participation in those meets will be paid for by the swimmer's family in advance of the meets. Also, all regular season fees must be paid in full for a swimmer to be entered in championship level meets. If a swimmer misses an event/events at a championship meet, and Flashes Aquatics must pay penalty fees, those penalty fees will be owed to Flashes Aquatics by the swimmer's family.

### What To Expect At A Swim Meet

1. All swimmers are required to Sign in when they first arrive at a swim meet. This lets the club hosting the meet know who is in attendance and ready to swim. Be sure to arrive before the stated warm-up time so you will have time to sign in. If you're not sure where the sign in sheets are, ASK!!
2. Next, your swimmer will need to find their coach and get ready for warm-ups. Swimmers typically enter through locker rooms and parents enter the spectator seating area. Your coach will tell the swimmers where they are expected to sit along with other team members until individual events are called. Parents are not allowed on the pool deck per USA Swimming standards and procedures.
3. Swimmers are expected to arrive at the meet at the proper time for warm-up and be ready to get in the pool at the designated time. This means that swimmers will probably need to be at the pool early to get changed, stretch, and have all equipment (goggles, cap etc.) ready.

4. After your swimmer has finished their last individual event, make sure that they check with their coach before they leave the meet. The coaches may have signed them up for a relay event. If you leave before the scheduled relay event, this may cause your teammates to forfeit the relay event.
5. Swimmers are expected to wear their team attire (unless wearing a speed suit to obtain championship times).
6. Swimmers are expected to follow the coaches' instructions during warm-up and for meet procedure.
7. Swimmers are expected to know their events and seeding and be on time to swim their events. This information can be obtained from the coaches prior to warm-up.
8. Swimmers are expected to follow up with their coach after each swim to discuss their performance.
9. Swimmers are expected to support their other teammates and to be respectful to other teams competing at the meet.
10. Parents are expected to encourage their swimmers and support the team.
11. At any home meet, at least one adult representative from each family is expected to be and active member of a club committee to help promote, enhance and improve the club.
12. For High School, and Middle School swimmers competing in other School sports and/or swimming, IHSAA participation rules will be followed and practices or games in other school sports will take precedence during their scheduled season, just inform your coach as to your schedule.

### What To Bring To A Swim Meet

- Team Swim Suit (required)
- Team Cap (required)
- Goggles (required)
- Sweat suit/warm-ups
- Flip Flops or other waterproof Shoes
- 2+ towels
- Entertainment (books, cards, paper, pens, MP3 player)
- Gatorade, Water, snacks (sometimes available at Concession stand)

## Online Family Accounts & Registration

### Online Accounts

Every family will be issued credentials for their online account at the time of registration.

Online accounts are automatically enabled with the Members Search function on the FA website. Members must be logged in (ie members of the Flashes Aquatics club) to use the Members Search function (so it is not open to anyone just browsing the club website.) If individuals/families do not want their contact information (name, address, email, phone number) displayed in the Member Search, the individual member/family is responsible for turning this function off. To turn off the Members Search function members must log into their online account, go to the My Account tab, and then select "No – I do not want to participate" from the Member Search options. Those who have opted out of the Member Search by electing to not participate are no longer able to view the member directory of those who are still participating.

Online accounts will also provide you access to the following resources:

- Invoices & Payment Information
- Athlete & family information
- Athlete top times
- Meet registration

- Seasonal team registration
- Policies, documents, calendars, and club news

### Registration

All registration fees including team fees (when applicable), USA Swimming (when applicable), any facility fees (when applicable), and any first month membership fees will be collected at the time of registration.

Registration links will be posted on our website and emailed to current club members. **Families are responsible to register their athletes prior to the start of the season.** All swimmers must be registered online participate in practices.

All NEW members are required to provide a birth certificate for their USA Swimming membership within 5 days of registration.

### Financial Responsibility

In order to enjoy the benefits of a well-run club, each Flashes Aquatics family must meet the financial obligations as determined by the FA Board of Directors. As in characteristic of any business, FA must maintain a positive cash flow to assure that payroll requirements as well as various other expenses are met. Therefore, prompt payment of fees from all members is expected. FA funds its activities from two major sources. The first source is registration and membership fees paid by participants; the second is from the lessons program. The Flashes Aquatics Board of Directors reserves the right to refuse membership to any individual based on past experiences.

### Monthly Membership Dues

The Flashes Aquatics Board of Directors determines monthly membership rates at the start of each season. Flashes Aquatics strives to make the club program affordable for all families while maintaining a positive case flow to support operational expenses. Membership rates/fees for the current and upcoming season can be found on our website at [www.ftswimming.org](http://www.ftswimming.org). Flashes Aquatics reserves the right to change membership dues/rates/fees at any time in efforts to financially sustain the club program.

Membership payments must be made by the designated date of each month. Dues will be billed on the 1<sup>st</sup> of every month. Nonpayment of dues past the due date will necessitate non- participation for the swimmer(s) until payment is made. Accounts 30 days past due may result in dismissal from the club.

1. Fall/Winter Season Billing Months: September, October, November, December, January, February
2. Spring/Summer Season Billing Months: April, May, June, July

### Meet Fees

Meet entry fees are in addition to membership dues. Meet fees will be billed to the account and are due with the monthly fees on the 1<sup>st</sup> of the following month. All Meet fees will have a \$2.00 transaction/surcharge fee applied at the time you register for the meet. Nonpayment of dues past the due date will necessitate non-participation for the swimmer(s) until payment is made. Accounts 30 days past due may result in dismissal from the club.

### Seasonal Fees

All Seasonal Fees and USA Swimming Fees will be collected at the time of registration.

### Team Fees (seasonal)

Team Fees are seasonal and will be collected at the start of each season (Spring/Summer and Fall/Winter).

This is a per-swimmer fee, not a per-family fee.

#### USA Swimming (seasonal and annual)

Every member of Flashes Aquatics must be registered with USA Swimming. This is an annual fee that the club passes directly to USA Swimming. USA Swimming will set the annual and seasonal fees each year. For swimmers registering with USA Swimming for the Spring/Summer season (who were not registered with the Fall/Winter season), there is a seasonal USA Swimming fee, giving the swimmer a valid registration until 8/31 of that calendar year.

#### Facility (Pool) Fee (seasonal – as applicable)

The Facility (Pool) Fee amount will be set based on rental fees charged by Franklin Township Community School Corporation (FTCSC). This will be a seasonal fee and Flashes Aquatics will be passing on this fee directly to the swimmers. This is a per-swimmer fee, not a per-family fee.

#### Additional Financial Responsibilities

##### Out-of-Water

Swimmers that will be out of water for an injury, break, etc. will still be responsible for the monthly dues within the current season. The Flashes Aquatics Board can review circumstances of Out of Water swimmers and make discretionary adjustments as necessary.

##### Refunds

Membership fees are your obligation once you make a commitment to join. Team fees, facility fees, meet fees and any monthly membership dues are non-refundable. This includes any membership fees paid in advance. The above stated fees are also non-refundable should the swimmer/participant decide to leave the club (or take time out of water) due to injury or personal choice. Meet fees are non-refundable after you sign up, even if later you decide not to participate or if you cannot participate due to illness or injury.

##### Out-of-Town Meets

Occasionally swimmers attend out-of-town meets for an elite level competition or various championships. We are excited and proud to have athletes at these meets! There are travel expenses incurred by our coaching staff for such meets and therefore families of athletes attending out-of-town meets must contribute to help off-set those costs.

- Meets with travel 75 - 124 miles: \$10 fee per swimmer / per competition day, in addition to applicable meet fees.
- Meets with travel 125 - 199 miles: \$25 fee per swimmer / per competition day, in addition to applicable meet fees.
- Meets with travel exceeding 200 miles: \$50 fee per swimmer / per competition day, in addition to applicable meet fees.
- These fees may be reduced if a large number of swimmers attend a specific meet.
- “Per competition day” refers to the number of days an individual swimmer is participating in the meet.
- Coaches are reimbursed for mileage, lodging, meals, and airfare; the swimmer fees listed above will not cover these costs in full but we do require families participating in the meet to make financial contributions toward these expenses.
- These fees are not intended to burden athletes/families and should NOT discourage athletes from participation in elite levels of competition. Please contact the FA Board if travel expenses pose a financial hardship.

##### Meet Registration - Late Entry Policy

- Regular Season Meets - After the online registration deadline, a \$5 per swimmer late fee will be charged. It is still up to the host team to accept your late entry. The \$5 late fee will not be

refunded if your entry is not accepted by the host team; however your meet entry fees would not be charged.

- Deck Entries - On the day of the meet, swimmers can arrive 15 minutes prior to warm ups and ask to be added to the meet. Only coaches can make the request on behalf of the swimmer so please have the following ready:
  - Swimmer Name, Birthdate & Age
  - Exact events (including the event # from the meet packet)
  - Cash - all entry fees must be paid in cash and are double the regular amount (ie one event would be \$8)
  - The host team is not required to accept deck entries and it will be based on availability.
- Championship Meets - After the online registration deadline, a \$30 per swimmer late fee will be charged. Flashes Aquatics will accept late entries up until the Indiana Swimming deadline (typically 7 days prior to the meet but can vary). After the Indiana Swimming deadline, late entries will be accepted by the host team/championship site, but the following Indiana Swimming rules apply:
  - \$100 fine for late entry
  - Event fees are double (ie: \$10 per event)
  - These must be paid in cash to Flashes Aquatics before we will submit the late entry as the FA club is held responsible for the late fines and event fees.

#### Late Registration Administrative Fee

Swimmers joining the club program after November (ie: swimmers joining in February/March to participate in club championship meets) will pay the required registration fees for the current season and an **additional one-time administrative fee of \$75** for late registration processing and proof of time verification.

A late registration fee of \$20-50 may be charged to any account registering after the posted online registration deadline.

### Invoices & Payments

#### Invoices

Invoices can be retrieved from your online account after the first of every month. Parents are responsible to retrieve invoices from their online accounts.

At any time, a family can log into their online account to view current, past and upcoming estimated invoices.

- My Account
- My Invoice / Payment
- Account Re-occurring charges summary
- Total Projected Amount owed

#### Payments

Flashes Aquatics requires that all payments be made online by debit/credit card. Payments by debit/credit card will be AUTOMATICALLY billed on the first of every month. If at ANY time a debit/credit card is added to the billing system (via registration, online account, etc.) the card will remain in the system and be billed on the first of every month. There is not an opt-in/opt-out of automatic billing – if there is a card on file, it will be billed.

At any time, a family can log into their online account and update their debit/credit card on file.

#### Due Date of Payments

All payments for the current month's team fees & any other fees/charges incurred in the prior month will be due by the first of each month.

#### Late Fees

Any payments not received by the 20<sup>th</sup> of each month will incur a \$20 late fee.

#### Multi-Swimmer Discount

Beginning in the Fall/Winter 2018 Season, Flashes Aquatics will offer a 10% discount on Monthly Dues for families with multiple swimmers. This does not apply to any registration fees or meet fees.

#### Seasonal Full Pre-Payment

Beginning in the Fall/Winter 2018 Season, Flashes Aquatics will offer a 10% discount on Monthly Dues for families that pay in-full for the regular season. This does not apply to any registration fees or meet fees. Pre-payment discount is only available during the set registration dates for the season.

#### Partial Months

- April – will be billed for the full month at the time of registration.
- August – (when applicable) will be billed 50% of month at the time of registration based on the start date.
- Mid-season New Swimmers – monthly fees are not pro-rated, each swimmer is responsible for the full month's dues in which they join.

### Middle School, High School, Championships and Outreach Programs

#### Middle School

- Registration - Middle school swimmers that will participate in the club program before the MS season starts, will register via the online system to join the correct club group. The team fees, facility fees, and USA Swimming fees will be collected at registration.
- Monthly Bill - Middle School swimmers will pay the full amount of monthly fees for their team billing group, EXCEPT for the months of January and February where the monthly fee will be reduced. The monthly rate for January and February will be published each year.

#### High School

- Registration- High school swimmers that will participate in the club program before the HS season starts, will register via the online system to join the correct club group. The team fees, facility fees, and USA Swimming fees will be collected at registration.
- Monthly Bill- High School swimmers will pay the full amount of monthly fees for their team billing group, EXCEPT for the months the HS season is in session. Dates for HS swimmers be set when the HS Swim season dates are released.

#### Championship Swimmers

Swimmers participating in Divisional, Senior State, Age Group State or other championship/elite meets will continue practices in March & August. There will be a \$30-\$125 fee per swimmer for the months of March & August, in addition to any meet fees & travel fees. Fees will be set based on the date and location of each meet.

#### Outreach Program

Flashes Aquatics offers an Outreach Program to assist families with a financial need. Please contact a board member to discuss the FA Outreach program, participant availability, registration process and family requirements. All Outreach scholarships are awarded at the discretion of the FA Board of Directors. Scholarships will be awarded on a first come, first serve basis – at the FA Board's discretion. The FA Board reserves the right to change, modify or end the scholarship program at any time. Families/swimmers failing to meet the scholarship program requirements may result in removal from the

scholarship program or dismissal from the team. USA Swimming also has an Outreach program, and all qualified swimmers will be accepted into that program. Please contact the FA Board for more information.

## **Liability Waiver**

By registering my child(ren) with the Flashes Aquatics, I agree to participate (or allow my child(ren) and family members to participate) in the Flashes Aquatics, and hereby release Flashes Aquatics, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the Flashes Aquatics program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the Flashes Aquatics program.

## Medical Waiver

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach, lifeguard or other team administrator associated with **Flashes Aquatics** to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge **Flashes Aquatics** and associated supervisor, coach, lifeguard or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in **Flashes Aquatics** activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

## Code of Conduct

### Flashes Aquatics Parent Code of Conduct

Flashes Aquatics (FA) has experienced, professional coaches working to develop our children into better swimmers and at the same time teaching and instilling important life skills. These skills include time management, self-discipline, perseverance, and sportsmanship. Your swimmer will reap the benefits of swimming long after their participation with FA ends.

As the parent of an FA swimmer, you agree to follow the rules for behavior and sportsmanship.

- Set a good example. Show respect and be polite to EVERYONE.
- Have your swimmer arrive early to allow the swimmer time to prepare for practices and meets.
- Help your swimmer to organize their time so that they will be successful in school and in the pool. Attendance is essential to experiencing success in the pool.
- Demonstrate good sportsmanship. Win gracefully. Lose graciously. Congratulate our opponent(s).
- Assume the best from coaches and officials. We all want to see your swimmers succeed and meet their individual goals.
- While at FA functions, facilities and meets always represent the team in a positive and respectful manner.

### Know your Role

- Swimmers - swim. Coaches - coach. Officials - officiate. Parents - parent.
- Love your kids with positive reinforcement and encouragement.
- Do not coach your child at practice or during meets.
- Parents shall refrain from disrupting the practice in any way. Parents are not allowed to talk to their swimmer or interrupt practice unless an emergency or immediate safety concern, as this disrupts the entire group and focus of the practice session.
- During competitions, questions or concerns regarding swimmers will be addressed at the end of the meet when the coach is no longer on deck.
- If you have a concern about your swimmer, please make arrangements to meet with the coach after practice.
- Pay all registration fees, re-occurring dues, meet fees, and travel expenses on time.

### Meet Etiquette

- Respond in a timely manner for meet entries. The coaching staff has final approval on each swimmer's meet entries.
- Show up to the meet early to ensure your swimmer has time to check in and relax before their swims.
- Questions about a disqualification? Direct your questions to the coach. Do not approach officials at a meet.
- Do not step onto the pool deck, unless registered with USA swimming and you are officiating or timing.
- Hold a positive image for our team. Wear our Logo! Keep setting that good example.

### Get Involved!

- Become a USA Swimming Official.
- Help plan a group social.
- Volunteer at meets. Every meet requires a number of volunteers from each team to operate smoothly. Typically they will call for timer volunteers before the start of the meet. This is an easy

job and allows you to watch the meet from right at the water's edge.

All policies set forth in the USA Swimming Code of Conduct (Article 304-306) apply to FA Parents, Guardians and Visitors.

If you should conduct yourself in a manner that brings discredit or discord to FA or USA Swimming, you subject yourself to disciplinary action. FA maintains the right to suspend or terminate any membership with or without cause.

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### **Flashes Aquatics Swimmer Code of Conduct**

As an FA swimmer, you represent the club at practice, swim meets as well as outside of the pool. Swimmers agree to follow the rules for behavior and sportsmanship representing FA with excellence, respect for others, team spirit, good sportsmanship, and politeness.

#### **Show respect and be polite to EVERYONE.**

- Respect the property of FA and of others. Do not use others' property without their permission.
- Do not steal or vandalize anything that doesn't belong to you.
- Do not use profanity or foul language. Do not make ugly comments to others. Do not lie.
- Do not behave in a manner that makes coaches or other swimmers uncomfortable (public displays of affection, sexual harassment, bullying).
- Do not hit, trash talk or belittle other team mates, competitors or coaches.
- While at FA functions, facilities and meets always represent the team in a positive and respectful manner.

#### **Swim Practice Etiquette**

- Arrive on time to practices and meets.
- Show respect for coaches.
- Listen to coaches and follow their direction.
- Do not disrupt your coach or bother others in your lane.
- Practice good sportsmanship and encourage teammates.
- Promote team spirit.

#### **Meet Etiquette**

- Wear your FA swim cap and team or black suit to meets.
- Show up to the meets on time for check in.
- Demonstrate good sportsmanship. Win gracefully. Lose graciously. Congratulate and encourage our opponents.
- See your coach before and after your races.
- Questions about a disqualification? Talk to your coach. Do not approach officials at a meet.
- All swimmers qualified for finals (including consolation finals) are expected to compete unless approved by the Head Coach or Age Group Head Coach.
- Swimmers will not scratch events for any meets without coach approval. Swimmers will not declare false starts or intentionally no-show for an event.
- Remember to be a positive representative of FA.

#### **Prohibited Behavior**

- Use or possession of drugs, firearms, alcohol, tobacco, or any other hazardous substances.

- Theft.
- No rough-housing of any kind including but not limited to while in the pool, on deck and in the locker rooms.
- Any demonstration of disrespect to property or individuals (vandalism, bullying, harassment).
- Anything that is against our governing body's rules: IN Swimming or USA Swimming.

All policies set forth in the USA Swimming Code of Conduct (Article 304-306) apply to FA swimmers/athletes.

If you violate these codes or behave in a manner that brings discredit or discord to FA or USA Swimming, you may be subject to disciplinary action. FA maintains the right to suspend or terminate any membership with or without cause.

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## **Code of Conduct Violations**

### **Parents, Guardians, and Visitors**

The coaches/board members have the authority to impose the following penalties for violation of the Flashes Aquatics Code of Conduct. Based on the severity of the violation, penalties include, but are not limited to, the following:

- Conversation with coach/board member about appropriate behavior and Code of Conduct.
- The parent/guardian/spectator will be removed from a practice or meet.
- The parent/guardian/spectator will be banned from FA activities for the remainder of the season.
- The parent/guardian/spectator will be banned from all future FA activities.

### **Swimmers**

The coaches/board members have the authority to impose the following penalties for violation of the Flashes Aquatics Code of Conduct. Based on the severity of the violation, penalties include, but are not limited to, the following:

- The swimmer will be given a verbal warning.
- The swimmer will be removed from practice in addition to a verbal warning and the coach will contact the parent.
- The swimmer will need to be accompanied by a parent at practice for four (4) consecutive practices.
- Major violations and/or ongoing disciplinary problems will result in the swimmer being suspended for one (1) week.
- Severe violations and/or ongoing disciplinary problems will result in the swimmer being removed from the club for the remainder of the season.

Flashes Aquatics will not issue any financial refunds or credits when swimmers are suspended or removed from the team due to Code of Conduct violations.

Coaches/Board members have full discretion to assess the severity of any Code of Conduct violations and associate the appropriate penalty.

## Anti-Bullying Policy

Flashes Aquatics is committed to providing a caring, friendly and safe environment for all our members so they can swim in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Flashes Aquatics and will not be tolerated. Bullying is counter-productive to team spirit and can be devastating to a victim. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor. Objectives of the Club's Bullying Policy and Action Plan:

- To make it clear that the Club will not tolerate bullying in any form.
- To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
- To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- To make how to report bullying clear and understandable. If you see something, say something.
- To spread the word that Flashes Aquatics takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

If bullying occurs at the club or it is reported to be occurring at our club, Flashes Aquatics will address the bullying by finding out what happened and supporting the kids involved by following the Flashes Aquatics Action Plan to Address Bullying procedures.

### WHAT IS BULLYING?

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

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

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

### REPORTING PROCEDURE

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

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be

stopped as soon as possible.

### **HOW WE HANDLE BULLYING**

If bullying is occurring during team--related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

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:

### **FINDING OUT WHAT HAPPENED**

1. **First, we get the facts.**
  - a. Keep all the involved children separate.
  - b. Get the story from several sources, both adults and kids.
  - c. Listen without blaming.
  - d. Don't call the act "bullying" while you are trying to understand what happened.
  - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
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.
  - a. Review the USA Swimming definition of bullying;
  - b. To determine if the behavior is bullying or something else, consider the following questions:
    - i. What is the history between the kids involved?
    - ii. Have there been past conflicts?
    - iii. 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.
    - iv. Has this happened before? Is the child worried it will happen again?
  - c. 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.
  - d. Once you have determined if the situation is bullying, support all of the kids involved.

### **SUPPORTING THE KIDS INVOLVED**

3. **Support the kids who are being bullied**
  - a. 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.
  - b. 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:
    - i. 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.
    - ii. 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.

- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
- 4. Address bullying behavior**
- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
  - b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
  - c. Work with the child to understand some of the reasons he or she bullied. For example:
    - i. 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.
    - ii. 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 be in need of additional support.
  - d. 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:
    - i. Write a letter apologizing to the athlete who was bullied.
    - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
    - iii. Clean up, repair, or pay for any property they damaged.
  - e. Avoid strategies that don't work or have negative consequences:
    - i. 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.
    - ii. 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.
  - f. 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.
- 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.
- a. Be a friend to the person being bullied;
  - b. Tell a trusted adult – your parent, coach, or club board member;
  - c. 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.”
  - d. Set a good example by not bullying others.
  - e. 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.

Source: [www.stopbullying.gov](http://www.stopbullying.gov) – a federal government website managed by the U.S. Department of Health & Human Services

## Travel Policy

The Flashes Aquatics Travel policy is designed for the safety of all club swimmers and coaches when traveling.

### **Section 1 - USA Swimming Required Policies**

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a) Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c) 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)
- d) 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)

## **Transportation Policy**

It is hereby the stated policy of Flashes Aquatics that transportation of swimmers and/or coaches to practice, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by Flashes Aquatics as a purely private agreement between the parties involved and that neither the Flashes Aquatic club, nor the Flashes Aquatics Board of Directors, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability to any form arising from such arrangement is purely and completely the responsibility of the parties involved.

## Electronic Communications Policy

Flashes Aquatics (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.

### Electronic Communication Policy of Flashes Aquatics

#### PURPOSE

Flashes Aquatics (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

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 any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult’s personal life , social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

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?”

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**.

*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.

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.

#### FACEBOOK, MYSPACE, 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.

The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters.

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

#### TWITTER, SNAPCHAT, INSTAGRAM

*Best Practice:* The Club has an official Twitter or Instagram page (or similar site) that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter (or similar site). Likewise, athletes are not permitted to follow coaches on Twitter (or similar site). Coaches and athletes are not permitted to “direct message” each other through Twitter.

*Alternative Option:* Coaches and athletes may follow each other on Twitter (or similar site). Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter.

#### 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.

## Locker Room Policy

Flashes Aquatics practices out of the Franklin Central High School, where locker rooms are dedicated to swimmers. With different groups arriving and departing throughout the day, our coaches/staff do not constantly monitor locker rooms.

### **PURPOSE**

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

### **FACILITIES**

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

- We practice at: Franklin Central High School
- This location has: A changing area and locker room dedicated to our swimmers.

### **MONITORING**

#### **General Policy Considerations**

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.

We do not allow parents or non-athletes to enter the locker rooms and changing areas unless it is an emergency. If this is necessary, parents should let the coach or administrator know about this in advance if possible. In those instances, it should only be a same-sex parent.

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of six), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand and a private changing area can be used adjacent to the office.

#### **Monitoring Locker Rooms & Changing Areas Policy**

Flashes Aquatics has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post any staff, coach, parent, other adult inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Coaches/staff conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

### **USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different 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 area:

305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

## **Photo & Video Policy**

Flashes Aquatics will use photos of athletes, families, and coaches to promote Flashes Aquatics and its activities in online media. A written request to exclude your athlete from any photos used can be provided to Flashes Aquatics. Families are responsible to provide a written request to exclude your athlete.

**ACKNOWLEDGEMENT**  
**CLUB HANDBOOK, POLICIES & CODE OF CONDUCT SIGNATURE PAGE**

The Club Handbook, Policies & Code of Conduct may be obtained electronically at [www.ftswimming.org](http://www.ftswimming.org)

\_\_\_\_\_

(Swimmer Name)

(Parent/Guardian Name)

Do hereby acknowledge that I have read the  
**CLUB HANDBOOK, POLICIES, & CODE OF CONDUCT**  
of Flashes Aquatics, and do agree to comply with the statements contained therein.

- Club Handbook
- Financial Responsibilities (included in Handbook)
- Liability Waiver
- Medical Waiver
- Code of Conduct
- Anti-Bullying Policy
- Travel Policy
- Transportation Policy
- Electronic Communications Policy
- Locker Room Policy
- Photo & Video Policy

\_\_\_\_\_

(Signature of Swimmer)

\_\_\_\_\_

Date

\_\_\_\_\_

(Signature of Parent/Guardian)

\_\_\_\_\_

Date

Signature page must be returned to your swimmer’s coach by no later than the first Friday of practice for each season *or the swimmer will not be allowed in the water for practice.*