



MEMBER HANDBOOK

November 2018
(RVSD 11/2020)

TABLE OF CONTENTS

November 2018	1	
INTRODUCTION TO GOLDEN WEST SWIM CLUB (GWSC)	5	
MISSION STATEMENT		5
HISTORY		5
OUR PHILOSOPHY		5
VISION STATEMENT		6
SWIM GROUP PROGRESSION	7	
PATHWAYS		7
GOLDEN WEST JUNIORS (5-8)		7
WHITE GROUP (8-12)		7
BLUE 1 GROUP (10 AND UNDER)		8
BLUE 2 GROUP (10 AND UNDER)		8
BRONZE 1 GROUP (12 AND UNDER)		9
BRONZE 2 GROUP (12 AND UNDER)		9
SILVER 1 GROUP (13 AND UNDER)		10
SILVER 2 GROUP (13 AND UNDER)		10
GOLD 1 GROUP (MIDDLE OR HIGH SCHOOL)		11
GOLD 2 GROUP (11-13)		11
GOLD 3 GROUP (12-14)		11
SENIOR 1 GROUP (MIDDLE TO HIGH SCHOOL)		12
SENIOR 2 GROUP (MIDDLE TO HIGH SCHOOL)		12
NATIONAL GROUP (15 & OLDER)		13
GWSC EQUIPMENT LIST		14
X = yes, N/A = not applicable, REC = recommended		14
PROGRAM FEES	15	
USA SWIMMER REGISTRATION FEES		15
MONTHLY BILLING		15
PAYMENT POLICY		15
DECLINED CREDIT CARD POLICY		16
USAS/SCS REGISTRATION FEE (AGE GROUP, SENIOR, AND COLLEGE SWIMMERS)		16
USMS/SPMA REGISTRATION FEE (MASTERS SWIMMERS)		16
MEET FEES		16
“MULTIPLE SWIMMER” DISCOUNTS		16
“ANNUAL/YEAR ROUND TRAINING COMMITMENT” DISCOUNT		17

LATE PAYMENT	17
TERMINATION/SUSPENSION OF CLUB MEMBERSHIP	17
ACCESSING YOUR GWSC TEAM UNIFY ACCOUNT	18
POLICIES	19
MEDICAL LEAVE	19
PARKING	19
GOLDEN WEST COLLEGE CAMPUS GUIDELINES:	19
SAFETY GUIDELINES:	20
TEAM APPAREL	20
AUGUST MODIFIED SCHEDULE	20
TECHNICAL SUIT POLICY	20
COMMUNICATION	21
GWSC EMAIL ADDRESSES	21
GWSC SMS CELL PHONE/TEXTING VERIFICATION	21
GWSC E-MAIL VERIFICATION	22
ON DECK POLICIES	23
PARENTS:	23
SWIMMERS:	23
COLLEGE CAMPUS	23
ACTION PLAN TO ADDRESS BULLYING	24
PURPOSE	24
WHAT IS BULLYING?	24
REPORTING PROCEDURE	25
HOW WE HANDLE BULLYING	25
FINDING OUT WHAT HAPPENED	25
SUPPORTING THE KIDS INVOLVED	26
3. Support the kids who are being bullied	26
4. Address bullying behavior	26
CONCUSSION INFORMATION POLICY	28
WHAT IS A CONCUSSION?	28
SIGNS AND SYMPTOMS OF A CONCUSSION	28
SIGNS OBSERVED BY COACHES, OFFICIALS, PARENTS, OR GUARDIANS	28
SYMPTOMS REPORTED BY ATHLETE	28
BE HONEST	29
SEEK MEDICAL ATTENTION RIGHT AWAY	29
RECOVERY	29
RETURNING TO DAILY ACTIVITIES	280
RETURNING TO SCHOOL	30

RETURNING TO THE POOL	30
RESOURCES:	31
ELECTRONIC COMMUNICATION POLICY	32
PURPOSE	32
GENERAL CONTENT	32
FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES	33
TWITTER/INSTAGRAM	33
TEXTING	33
EMAIL	33
REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS	34
PHOTOGRAPHY/MEDIA RELEASE POLICY	34
LOCKER ROOM POLICY	34
PURPOSE	34
FACILITIES	34
MONITORING	35
General Policy Considerations	35
USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES	35
SERVICE HOUR REQUIREMENTS	36
SWIM MEET ENTRY PROCEDURE	38
WHEN MULTIPLE AGE GROUP OPTIONS ARE AVAILABLE	38
TIMING CHAIR POLICY	39
This is separate from the service hour requirements noted in the membership section. This is required if your child enters swim meets not hosted by GWSC and are held at other locations.	
39	
Timing is an integral function of every swim meet to ensure it runs smoothly and that each athlete receives an accurate time. It is very important that all families take the responsibility seriously.	
39	
SIGN UP PROCEDURE:	40
WHEN WILL THE JOB/TIMING SIGN UP BE POSTED?	40
WHAT IF YOU ARE UNABLE TO ATTEND THE MEET?	40
WHAT TO DO AT THE MEET?	41
WHAT IF YOUR REPLACEMENT DOES NOT SHOW?	41
WHAT TO DO WHEN THERE ARE HEATS AND FINALS	41
ROLES AND RESPONSIBILITIES	41
TIMING COORDINATOR	41
TIMING SUPERVISOR/TIMING CHAIR TEAM	41
TIMERS	42
QUICK FACTS	42
FREQUENTLY ASKED QUESTIONS	43

■ I don't plan to compete in meets; or, I only plan to be here for a few months.³ Do I still have to register with USA Swimming (Age Group & Senior swimmers) or USMS (Masters swimmers)?

▪ I think it's unfair that I must work at GWSC-hosted swim meets if my swimmer doesn't participate in that meet or any meets. Can I be excused without being charged the "Opt-out Fee" of \$25 per hour?	43
▪ It's the middle of the month and I just joined. Will my fees be pro	43
▪ rated?	43
▪ Can I stay and watch the practice sessions?	43
▪ Do we need special team apparel or equipment?	43
▪ Is practice still held when it is raining?	43
▪ How will I get ongoing information and announcements?	43
SWIM MEET TIPS FOR PARENTS	44
BEFORE THE SWIM MEET STARTS	44
When should I arrive at the meet?	44
What is Check In?	44
Where should I sit at a meet and what do I bring?	44
When do I Warm-Up?	44
What is a Three Point Entry?	44
Where can I take photos of my child at a swim meet?	45
Deck changes are not permitted	45
What and when should swimmers eat?	45
TIMING RESPONSIBILITIES	45
DURING THE SWIM MEET	45
Why do I need to check the heat sheets before I race?	45
Do I talk to my coach now?	46
When do I race?	46
On the starting blocks what is the difference between the short whistle and the long whistle?	46
What do I do after my race is done and I've touched the wall?	46
Do I talk to my coach after my race?	46
My races are over and my parent has timed, do I just leave?	46
ATHLETE CODE OF CONDUCT	47
BASIC RESPONSIBILITIES	47
SWIMMERS MUST:	47
PARENT CODE OF CONDUCT	48
BASIC RESPONSIBILITIES	48
PARENTS MUST:	49
USAS MINOR ATHLETE ABUSE PREVENTION POLICY	49
GENERAL RESOURCES	48
CONTACT INFORMATION	48
GWSC EMAIL ADDRESSES	48
HANDBOOK ACKNOWLEDGEMENT	49

INTRODUCTION TO GOLDEN WEST SWIM CLUB (GWSC)

Golden West Swim Club is located in Surf City, USA, Huntington Beach, California. We are located in the heart of sun, surf, and glistening sunsets. In addition to Huntington Beach, we serve Fountain Valley, Seal Beach, Long Beach, Westminster and the surrounding communities. Golden West Swim Club offers top-level competitive swimming for all ages and abilities. Golden West Swim Club is honored and privileged to be under the direction of Head Coach Tracy Maurer. He is responsible for supervision and implementation of the competitive swim program. Coach Tracy has more than 30 years of coaching experience developing athletes from childhood all the way to Olympic competitors. Golden West Swim Club practices at Golden West College.

MISSION STATEMENT

Golden West Swim Club is dedicated to providing outstanding programming on all levels of competitive swimming. Our emphasis is in building champions in the pool and life. We are committed to teaching correct stroke technique as well as teaching lifelong lessons of goal setting, discipline, work ethic, teamwork, integrity, character and sportsmanship. We promote a positive, fun, and encouraging atmosphere by a professional coaching staff and dedicated parents.

HISTORY

Golden West Swim Club (GWSC) was initially organized on January 1, 1983 through the merger of two existing local clubs: Fountain Valley Swim Team and Huntington Beach Swim Club. Prior to these teams, the local swimming club was part of the large Phillips 66/Beach Swim Club organization. For the first five years, the club was operated under the Golden West College Community Services Division as a member of the Sports Academy. Since 1988, Golden West Swim Club has functioned as an independent nonprofit organization focused on serving the greater Huntington Beach Community.

Today, Golden West Swim Club offers a competitive swimming program for participants of all ages and abilities, ranging from 3-year old novice and lesson swimmers, Competitive Age Group Swimmers to Masters. As competitive swimming becomes ever more complex, the primary goal of the club is to help train, educate, and encourage each swimmer to achieve the highest individual goals and potential in the world of competitive swimming.

OUR PHILOSOPHY

The Golden West Swim Club is committed to providing an enjoyable and total swimming experience for all members. Through training and competition, provision of a challenging and positive teaching environment where swimmers learn to challenge themselves, strive for perfection, hunger for success, and learn the value of hard work. Through this, a higher sense of self-esteem is developed and pride will be developed in the participant, leading to improved positive impact in society as the athlete matures.

At the age group level, we believe in a personalized approach to developing swimmers. Our coaches will give each swimmer a strong foundation in stroke techniques and from there, build speed, flexibility, power, endurance and conditioning. The values of respect, good sportsmanship, discipline, and integrity, are at the core of Golden West Swim Club and are cultivated in every swimmer.

Our swimmers discover it's fun to challenge the body and the mind to find their limits without regard to rewards. Friendships are built on high fives when a swimmer wins a race and hugs when they don't. We believe the bonds of friendship are an integral part of the swimmers enjoyment and experience at Golden West Swim Club. Our swimmers and their families find friendship and support at GWSC. We consider competition to be healthy when handled in an intelligent manner and feel it is important for our swimmers to enjoy day-to-day training. Our goal is to have GWSC enhance your lives and be a positive part of your life experience.

VISION STATEMENT

Golden West Swim Club achieves excellence through individualized growth and team unity by providing quality leadership and instruction. We maintain a safe team environment where every swimmer is encouraged to build friendships, work hard, and have fun in the process of their development. We provide the motivation and discipline necessary to develop self-esteem, resulting in a winning experience. Golden West Swim Club, Coaching Staff and Board of Directors will realize the vision by providing the following:

- Appropriate levels of instruction and emphasis, presented in a timely and sequential manner, for the athlete's overall development
- Continual improvement of coaches' knowledge and swimmers' skills
- Synthesis and modification of ideas within the swimming community that are the most important to the direction and development of the team
- Identification of membership needs and satisfaction of such needs through individual development
- Recognition of swimmers' achievements
- Creation and preservation of a team environment that includes harmony, communication, and fun
- Stimulation of growth and retention of membership
- Improved visibility within the community
- A code of conduct, code of ethics, and safety policy
- A financially stable organization

We are a non-profit organization that is community driven. We strive to recognize the needs and

desires of our swimmers, and guide them so that they may realize their full potential as athletes and as individuals.

SWIM GROUP PROGRESSION

GWSC is a coach run operation. Only Coaches decide when and where athletes will be placed on the team. Athletes are originally assessed by a try-out. Later the athlete is assessed by times achieved, practice test sets, social skills, commitment, endurance, and physical development. Athletes are expected to practice with the group they have been placed in by the staff. Swimming in other groups at other times is not an option. We place athletes in groups that are best for the training and the skill level they are at. As soon as an athlete is emotionally ready, properly trained, and meets the subjective and objective standards of a particular group of swimmers, the coaching staff will work together to move the athlete. Many things are taken into consideration for a move. Our professional coaching staff will make all decisions about group make-up and placement.

PATHWAYS

Pathways is an excellent opportunity to introduce your children to the exciting world of competitive swimming. Our Pre-competitive program is a wonderful option for developing younger swimmers that provides knowledgeable coaching, great peer groups, and a fun competitive atmosphere. They will learn all four competitive strokes as well as competitive skills like flip turns and racing starts.

GOLDEN WEST JUNIORS (5-8)

Golden West Juniors is for 5-8 year old swimmers who are ready to handle a structured swim practice and are ready to commit to the sport of swimming. These young swimmers will be introduced to swim meets. During workouts this group will get an opportunity to gain race experience with intra-squad meets, dates to be determined. This is a fast-paced workout and swimmers must have a strong knowledge of all four strokes. They will train for 45 minutes and must attend 3 of the 5 workouts.

WHITE GROUP (8-12)

White Group is for our 8–12 year old beginning level swimmers who wish to make more of a commitment to the sport of swimming. They will train for one hour, attend 3 of the 5 workouts, and be able to execute the following:

- All four (4) stroke starts from the blocks with proper breakouts
- Understand all turns with proper streamline and underwater progressions
- Understand correct timing for relay exchanges
- Legal strokes to complete the Individual Medley (IM)
- Execute effective finishes, not breathing inside the flags on freestyle and butterfly
- Swim 100 yards of each stroke, a 200 IM, and a 500 Freestyle
- Must be able to swim 10 x 50s Free on 1:00, 4 x 50s Back on 1:10, 4 x 50s Fly and

Breaststroke on 1:10, and 5 x 100s IM on 2:20

- Establish times in 50 yard events in all 4 strokes, the 100 Free, and 100 IM
- Once you have accomplished this you can be considered for an opportunity to move by the Coach.

BLUE 1 GROUP (10 AND UNDER)

Blue 1 Group is for our 10 and Under members who are establishing a serious commitment to the sport of swimming. They will train for one hour, are expected to attend 3 of the 5 workouts, and execute the following:

- All four (4) stroke starts from the blocks with proper breakouts
- Understand all turns with proper streamline and underwater progressions
- Understand correct timing for relay exchanges
- Legal strokes for the Individual Medley (IM)
- Execute effective finishes, not breathing inside the flags on Freestyle and Butterfly
- Swim 100 yards of each stroke, a 100 IM, and a 200 Freestyle
- Understand interval training
- Must be able to swim 20 x 50s free on 1:00, 15 x 50s Back on 1:00, 15 x 50s Fly on 1:10, 15 x 50s Breaststroke on 1:15, and 5 x 100 IMs on 1:55.
- Establish times in the 50 yards events of all strokes, 100 Free, and 100 IM events.
- Once you have accomplished this you can be considered for an opportunity to move by the Coach

BLUE 2 GROUP (10 AND UNDER)

Blue 2 Group is for our 10 and Under members who have made a serious commitment to the sport of swimming. They will train for one hour, are expected to attend 4 of the 5 workouts, and execute the following:

- All four (4) stroke starts from the blocks with proper breakouts
- Understand all turns with proper streamline and underwater progressions
- Understand correct timing for relay exchanges
- Legal strokes for the Individual Medley (IM)
- Execute effective finishes, not breathing inside the flags on Freestyle and Butterfly
- Swim 100 yards of each stroke, a 100/200 IM, and the 200 Freestyle
- Understand interval training
- Must be able to swim 20 x 50s free on 1:00, 15 x 50s Back on 1:00, 15 x 50s Fly on 1:10, 15 x 50s Breaststroke on 1:15, and 5 x 100 IMs on 1:55.
- Establish times in the 50 yards events of all strokes, 100/200 Free, and 100/200 IM events.
- Once you have accomplished this you can be considered for an opportunity to move by the Coach

BRONZE 1 GROUP (12 AND UNDER)

Bronze 1 Group is for our 12 and Under members who are getting ready to commit to next level of competitive swimming. They will train for one and a half hours, are expected to attend 4 of the 5 workouts, and execute the following:

- Continued improvement of stroke technique
- Understand all starts and turns with longer streamline and underwater progressions on the breakout
- Breathe properly within the rhythm of all four (4) strokes in race conditions
- Swim 100s and 200s of each stroke, 200 IM, and a 500 Freestyle
- Understand interval and pace training
- Must be able to swim 20 x 50s on :50, 20 x 50 Back on 1:00, 20 x 50 Fly, and Breaststroke on 1:10, and 10 x 100 IMs on 2:00
- Must also have achieved Red times in at least 3 different 100 yard events.
- Once you have accomplished this you can be considered for an opportunity to move by the Coach

BRONZE 2 GROUP (12 AND UNDER)

Bronze 2 Group is for our 12 and Under members who have made a serious commitment to the sport of swimming. These swimmers have been training to achieve Junior Olympic times. They will train for one and a half hours, expected to attend 4 of the 5 workouts, and execute the following:

- Improved technique of all four (4) strokes
- Understand all turns with proper streamline and underwater progressions to the breakout
- Breathe properly within the rhythm of the stroke under race conditions in all four (4) strokes
- Legal strokes for the Individual Medley (IM)
- Execute effective finishes
- Swim 100 yards of each stroke, 200/400 IM, and a 500 Freestyle
- Understand interval training
- Must be able to swim 20 x 50s on 55:00, 20 x 50s Back on 1:10, 20 X 50s Fly, and Breaststroke on 1:20, and 8 x 100 IMs on 2:00
- Must also have achieved Blue times in at least 3 different 100 yard events
- Once you have accomplished this you can be considered for an opportunity to move by the Coach

SILVER 1 GROUP (13 AND UNDER)

Silver 1 Group is for our 13 and Under swimmers who are building a strong commitment to the sport of swimming. They will train for one hour and are expected to attend at least 4 of the 6 workouts per week and execute the following:

- Continued improvement of stroke technique
- Understand all starts and turns with longer streamline and faster underwater progressions on the breakout
- Breathe properly within the rhythm of all four (4) strokes in race conditions
- Swim 100s and 200s of each stroke, a 200 & 400 IM, and all distance Freestyle events
- To move they must have completed 100s of all four (4) strokes, 200 Free, 200 & 400 IM, and 500 Free
- Must be able to train 20 x 100s on 1:50 Free or combination of strokes on 2:00
- Must have achieved at least 3 Blue times in 3 different 100 yard events
- Once you have accomplished this you can be considered for an opportunity to move by the Coach

SILVER 2 GROUP (13 AND UNDER)

Silver 2 Group is for our advanced 13 and Under swimmers with a strong commitment to the sport of swimming. They will train for one and a half hours, must attend 5 of the 6 workouts, and execute the following:

- Continued improvement of stroke technique
- Understand all starts and turns with longer streamline and faster underwater progressions on the breakout
- Breathe properly within the rhythm of all four (4) strokes in race conditions
- Swim 100s and 200s of each stroke, a 200 & 400 IM, and all distance Freestyle events
- Must have completed 100s of all four (4) strokes, 200 Free, 200 & 400 IM, and 500 Free
- Must be able to train 20 x 100s on 1:40. Free or combination of strokes on 1:50.
- Must have achieved Blue times in each of the strokes of a 100 yard event and the 100/200 IM
- Once you have accomplished this you can be considered for an opportunity to move by the Coach

GOLD 1 GROUP (MIDDLE OR HIGH SCHOOL)

Gold 1 Group is for Middle or High School swimmers who are new to the sport of swimming. They will train for two hours with an emphasis on all aspects of stroke mechanics while building strength and endurance in preparation for High School and club competition. They must attend at least 4 of the 6 workouts and execute the following:

Continued improvement of stroke technique

- Understand all starts and turns with longer streamline and faster underwater progressions on the breakout
- Breathe properly within the rhythm of all four (4) strokes in race conditions
- Swim 100s and 200s of each stroke, a 200 & 400 IM, and all distance Freestyle events
- Must have competed in 100s of all four (4) strokes, 200 Free, 200 & 400 IM, and 500 Free
- Must be able to train 20 x 100s on 1:30 Free or combination of strokes on 1:40
- Once you have accomplished this you can be considered for an opportunity to move by the Coach

GOLD 2 GROUP(11-13)

Gold 2 Group is for our advanced and accomplished 11-13 year old swimmers with a strong commitment to the sport of swimming. They will train for two hours and execute the following:

- Continued improvement of stroke technique
- Understand all starts and turns with longer streamline and faster underwater progressions on the breakout
- Breathe properly within the rhythm of all four (4) strokes in race conditions
- Swim 100s and 200s of each stroke, a 200 & 400 IM, and all distance Freestyle events
- Must have completed 100s of all four (4) strokes, 200 Free, 200 & 400 IM, and 500 Free
- Must be able to train 20 x 100s on 1:30 Free or combination of strokes on 1:40
- Must have achieved six (6) Blue age group times in three (3) different 100 or 200 yard events or strokes
- Once you have accomplished this you can be considered for an opportunity to move by the Coach

GOLD 3 GROUP (12-14)

Gold 3 Group is for our most advanced and accomplished 12-14 year old swimmers with a serious commitment to the sport of competitive swimming. They will train for two hours and execute the following:

- Continued improvement of stroke technique
- Understand all starts and turns with longer streamlines and faster underwater progressions on the breakout
- Understand all aspect of training (pace, sprint) with distance per stroke efficiency

- Swim 100s and 200s of each stroke, 200 & 400 IM, and all distance Freestyle events
- Must have completed 100s of all strokes, 200 & 400 IM, and all distance Freestyle events
- Must train 20/30 x 100s on 1:20 Freestyle or a combination of strokes on 1:30
- Must have achieved six (6) SCS Blue age group times in three (3) different 100 or 200 yard events or strokes
- Must have at least two (2) Junior Olympic (JO) qualifying times
- Once you have accomplished this you can be considered for an opportunity to move by the Coach

SENIOR 1 GROUP (MIDDLE TO HIGH SCHOOL)

Senior 1 Group is for our Middle School to High School swimmers who have a sincere dedication to the sport of swimming. They will train for two hours every afternoon and three early morning works and execute the following:

- Understand all aspects of training (pace, sprint) with distance per stroke efficiency
- Willingness to improve stroke technique
- Swim 100s and 200s of each stroke, 200 & 400 IM, and all distance Freestyle events
- They must be able to maintain a workout base of 20/30 x 100s at 1:15 or combination of strokes on 1:30
- Must have achieved age group appropriate time standards from the Senior Development time standards in at least one event
- Once you have accomplished this you can be considered for an opportunity to move by the Coach

SENIOR 2 GROUP (MIDDLE TO HIGH SCHOOL)

Senior 2 Group is for our Middle School to High School and older swimmers who are seriously committed to train at an elite level. They will train two hours every afternoon with three early morning workouts. They must understand all aspects of training and demonstrate a willingness to learn and execute the following:

- 20/30 x 100s Freestyle on 1:15 or combination of strokes on 1:20
- Must have achieved at least one Southern California Swimming Senior Development Time Standard and (3) Junior Olympic (JO) qualifying times in three (3) different events

NATIONAL GROUP (15 & OLDER)

National Group is for the 15 and older swimmers who understand that peak performance at all times is necessary and takes responsibility for attendance, performance, and habits in practice to become a leader and role model. Usually has achieved Sectional qualifying standards and/or at least one Winter Junior National qualifying time standard. They will maintain a workout base with the following standards:

- 20/30 x 100s Free on 1:10
- 20/30 x 100s Back on 1:20
- 20/30 x 100s Fly on 1:25
- 20/30 x Breaststroke on 1:35
- 20/30 x 100 IMs on 1:25

GWSC EQUIPMENT LIST

X = yes, N/A = not applicable, REC = recommended

Equipment	GW JUNIORS/ BLUE 2/ BRONZE 2	WHITE/ BLUE 1/ BRONZE 1	SILVER 1/2	GOLD 1/2/3	SENIOR/ NATIONAL
Team Suit	X	X	X	X	X
Team Cap	X	X	X	X	X
Goggles	X	X	X	X	X
TYR Mesh Bag	X	X	X	X	X
Fins	FINIS Posicve Drive	Any	Any	Hydro Tech II or Arena Powerfin Pro (Long Fins ok too)	Hydro Tech II or Arena Powerfin Pro (Long Fins ok too)
TYR Kickboard	X	X	X	X	X
TYR Pull Buoy	X	X	X	X	X
TYR Paddles	X	X	X	X	TYR Clear Acrylic
Snorkel	N/A	N/A	N/A	TYR or Y-lon A or B	TYR or Y-lon A or B
Stretch Cordz- Medium to Heavy Resistance	N/A	N/A	N/A	X	X
TYR Team Parka	REC	REC	REC	REC	REC
TYR Team Backpack	REC	REC	REC	REC	REC
TYR Team Warm up Jacket/ pants	REC	REC	REC	X	X
Team T-shirt	X	X	X	X	X
Foam Roller	N/A	N/A	N/A	See Coach Tracy	See Coach Tracy

PROGRAM FEES

USA SWIMMER REGISTRATION FEES

Every swimmer must join USA Swimming, the cost is \$68.00 per calendar year. USA Swimming registration is required for entering all swim meets and covers the liability insurance for our team. Without this registration, a swimmer is not allowed in the pool.

MONTHLY BILLING

Monthly Fees are due by the 1st of each month.

Group	Approx. Ages	Monthly Fees
GW Juniors	5-8	\$115
White	8-12	\$125
Blue 1 and 2	10 & Under	\$130
Bronze 1 and 2	12 & Under	\$140
Silver 1	13 & Under	\$130
Silver 2	13 & Under	\$140
Gold 1, 2, 3	12 & Up	\$160
Senior/National	14 & Up	\$210
Masters	18 & Up	\$60
College Swimmers	18 & Up	\$210

PAYMENT POLICY

GWSC uses Team Unify as our online billing system, which enables everyone to pay by credit or debit card (Visa/MC/Discover). Monthly membership fees and any other accrued fees are automatically charged to the credit/debit cards on the first of every month. Cash or checks are not accepted for membership fees and/or expenses.

DECLINED CREDIT CARD POLICY

If the automated billing on the first of the month results in a credit card decline, the member is expected to make immediate arrangements to make full payment on the outstanding balance. If full payment is not made by the 5th day of the month, a late fee of \$25 will be charged to the member's account. If payment remains outstanding as of the 15th day of the month, or if a payment is late on two occasions during a six-month period, all swimmers associated with the member's account will not be allowed to swim (in practice or meets) until payment is received. If full payment is not made by the last day of the month, membership for all swimmers on the account will be terminated.

USAS/SCS REGISTRATION FEE (AGE GROUP, SENIOR, AND COLLEGE SWIMMERS)

This provides membership in USA Swimming, and is mandatory for participation in GWSC workouts and any swim meets. Registration and payment is required when joining the GWSC, and is renewed annually. Athletes who are approved for the Federal School Lunch Program qualify for a discounted registration fee of \$7 through the USA Swimming Outreach Program. To qualify for this discount, please ask for the Outreach registration form and attach a copy of the Federal School Lunch Program letter.

USMS/SPMA REGISTRATION FEE (MASTERS SWIMMERS)

This provides membership in USA Masters Swimming (USMS), and is mandatory for participation in GWSC workouts. Masters swimmers register and submit their payments to USMS directly online at www.USMS.org. Renewal is required annually.

MEET FEES

There are fees associated with all USA Swimming swim meets, and these are explained on the "Meet Information Form" for each meet. When you commit to entering a meet through the GWSC website, you are agreeing to pay the meet fees for the events that either you or the coach enter your swimmer into. The meet fees will automatically be charged to your account. Once the meet entries are submitted, the meet entry fees are non-refundable.

"MULTIPLE SWIMMER" DISCOUNTS

The second and third swimmers within the same immediate family receive a \$15 discount per month. The fourth and additional swimmers within the same immediate family swim at no additional charge. The sibling discount is not applied to the annual college swimmer fee. College swimmers are counted when identifying the fourth swimmer within the family.

“ANNUAL/YEAR ROUND TRAINING COMMITMENT” DISCOUNT

After four months of membership during which the family has completed all applicable Service Hours and Timing Chair requirements, members may apply for the “Annual/Year-Round Training Commitment” discount. This allows for a monthly discount of \$10 for White/Blue groups, \$15 for Bronze/Silver/Gold groups, and \$20 for Senior groups. To be eligible for this discount, the family must commit that the swimmer will maintain active membership for at least 12 consecutive months, and that the family will complete all Service Hours and Timing Chair requirements. This includes the Service Hours during all GWSC-hosted swim meets and Timing Chair requirements at all swim meets that their swimmer participates in. Members must apply for the “Annual/Year-Round Training Commitment” discount by sending an email request to info@goldenwestswimclub.org. Swimmers/families who choose to suspend membership periodically (high school swim season, other sports/activities, Junior Lifeguards, vacations) and/or who do not complete all Service Hours and Timing Chair requirements are not eligible for the “Annual/Year-Round Training Commitment” discount.

LATE PAYMENT

Monthly Fees received after the 15th will be charged a fee of \$25 per month until the account has been paid in full. Delinquent Account Policy Accounts of swimmer’s family that are delinquent for more than 45 days will be asked by the coaches to leave the pool area and any meet entries through GWSC are suspended until the account has been paid in full. Termination Policy When the family decides to leave GWSC, notification must be emailed to membership at info@goldenwestswimclub.org by the 15th of the prior month. Termination will be effective 1st of the following month. Upon termination, the account must be paid in full. This includes monthly fees, swim meet fees, fundraising obligations, and any other incurred charges. If a family leaves the team without closing their account, the swimmer will be reported to Southern California Swimming due to non-payment.

TERMINATION/SUSPENSION OF CLUB MEMBERSHIP

Membership and automatic monthly billing of membership fees continues from month-to-month on an on-going basis until you submit an email Termination/Suspension Notice. A Termination/Suspension Notice must be received by the 20th of the month, to be effective at the end of that month. Terminations are effective on the last day of the month. Monthly fees are not pro-rated if a swimmer stops attending practice mid-month. The GWSC does not terminate membership retroactively and does not refund membership dues already paid. Please send your Termination/Suspension Notice by email to info@goldenwestswimclub.org. We will reply with a confirmation that your notice has been received. If you do not receive a prompt confirmation notice, please resubmit your termination notice.

ACCESSING YOUR GWSC TEAM UNIFY ACCOUNT

Want to know what your GWSC bill is to-date? Need to update a credit card for dues payment? Have an address or phone number change? Want to check swim meet results? You have complete access to all this with your GWSC Team Unify account just by signing in! Here are instructions for signing in, creating a new password if necessary, and accessing all the information in your account:

To sign in and access your account:

1. Go to our website at www.goldenwestswimming.org. Find the Sign In area directly under the menu bar. Or, you can navigate directly by typing in the following: <https://www.teamunify.com/Home.jsp?team=cagwsc>
2. **Sign In:** Use your account email address and password to sign in. If you do not know your password you can reset it by clicking Forgot Password? If you are still having problems signing in, email us and we can re-set it for you. Please email us if you do not know your account email address.
3. **View your account:** After signing in, go to the black left menu bar and hover over “My Account.” Click “Account Info.” Select **Payment Set Up** tab at the top.
4. Select the green **Update/Replace** button or **Delete** the existing card. Click the +Add New Card box if you’d like to add an additional card. Enter your new information. Make sure to check top and bottom circles that say, “Use for Fees Associated with Your Account” and “Use for On Demand Payments”. NOTE: you must click “Save Payment Setup” to save the changes.
5. **SMS/Email verification:** From the black bar main menu hover over “My Account” then select “Account Info.” You can verify your emails and SMS phone numbers to receive our correspondence (PLEASE do this! See instructions on next page).
6. **GWSC Invoices:** Under the My Account - Dues Schedule option, you can see your current invoice** (View Account Invoices button). You can also access your invoices in the left menu under the “Current Invoice Summary.” This will take you to your current invoice. Select “Billing History,” if you would like to view past invoices as well. Clicking on the date of the invoice will bring up a formal invoice that you can print.
7. **View Swim Meet Results:** Want to see swim meet results and best times? Select “Members” under the My Account page. Click the member name, then look for the “Best Times” or “Meet Results” tab(s).

****Note regarding current invoices:** The current invoice reflects any accrued charges from the past month (swim meet entry fees, opt-out fees, travel fees, etc.) that will charge to your card on file on the first of the month. It does not show that the *next* month’s dues. You will be charged items from that month’s invoice *plus* dues for the following month (as those are charged in advance). If you have any questions regarding access to your TU account or your account information please contact us at info@goldenwestswimclub.org.

POLICIES

MEDICAL LEAVE

A medical leave is defined as an absence from swimming due to serious health concerns documented by a physician and lasting at least thirty (30) consecutive days. Monthly Fees will be waived with a \$15 hold fee. Swimmers requesting a medical leave must be under a physician's care at the time and email a medical leave request to info@goldenwestswimclub.org with the estimated leave time and a doctor's note stating the reason he/she cannot swim, and an estimation of how long they cannot swim. Parents must be in communication with the above email at the end of each month with an update of status.

PARKING

GWSC members must follow all Golden West College Parking Lot rules and regulations. You run the risk of being ticketed when parking without a parking permit. Semester parking permits are available for purchase for \$30 each (summer session is \$15 each) by following this link: <https://www.credentialsops.com/CGI-BIN/gacgiord.pgm?ALUMPP001206>.

When making the purchase, the student ID field is optional so you may leave this blank. You may print a temporary permit for use until you receive your permit in the mail. If you choose not to purchase the semester permit, daily permits are available for \$3 from the yellow machines located in the parking lots, or there are a limited number of "metered" spots, which take quarters. Please take extra precautions to not leave any valuables in your car.

Please park in white marked stalls only.

Yellow stalls are for Golden West College staff only.

The EV Charging Lot is for electric vehicles only.

Do not park/wait in motorcycle parking areas, handicapped parking areas, the EV Charging Lot or in the middle of the road. Please do not block the road or the EV Charging Lot and sit in your car to watch your child walk into the pool.

GOLDEN WEST COLLEGE CAMPUS GUIDELINES:

When on the Golden West College campus, GWSC swimmers must be under the supervision of a parent/adult before and after their scheduled practice times. Due to past experiences, the sand volleyball court is strictly off limits. Parents who wait outside of the pool area during practice are required to keep their children out of the sand area. Please do not bring your dog when you are dropping off or picking up your swimmer. Golden West College Campus Policy prohibits dogs, unless they are service animals for GWC staff or students.

SAFETY GUIDELINES:

Golden West College is an open, adult campus with unrestricted access by the public. Parents should park and walk their swimmer to the pool before practice, and park and pick up their swimmer at the pool after practice. Again, please do not block the road or the EV Charging Lot and sit in your car to watch your child walk into the pool. Please do not allow children to ride scooters in the Golden West College parking lot.

Swimmers may not be dropped off and left unsupervised on the Golden West College Campus before their scheduled practice times. It is unfair to the coaches and the other athletes when unsupervised swimmers are on the pool deck causing distractions before or after their scheduled practice times.

Parents must pick up their swimmers promptly at the end of their scheduled practice times.

Swimmers should not wait alone to be picked up in the parking lot. They should stay on the pool deck until their parents have arrived.

TEAM APPAREL

All swimmers are required to wear the GWSC swim caps and swimsuits at all swim meets. Team apparel may be ordered online through CAS Swim Shop at www.casswimshop.com or directly at the CAS swim shop at 15661 Container Lane, Huntington Beach, CA 92649. GWSC Swimmers receive a 10% discount at [CAS Swim Shop](http://www.casswimshop.com).

AUGUST MODIFIED SCHEDULE

The team may have a modified schedule in August. There is no reduction in the membership fee for the month of August.

TECHNICAL SUIT POLICY

Swimwear must conform to USA Swimming Rule 102.8. Only swimsuits complying with FINA swimsuit specifications may be worn in any USA Swimming Sanctioned or approved competition.

2018 SCS AGE GROUP MEET-TECH SUIT RESTRICTION POLICY

***NO SWIMSUITS WITH BONDED SEAMS, KINETIC TAPE, MESHED SEAMS**

***If a swimsuit has the above items, it is not allowed to be worn in SCS Age Group Meets, except in the following five Age Group Championships for swimmers 11 years and older:**

Spring Short Course Junior Olympics

June Long Course Age Group Championships

Summer Long Course Junior Olympics

Winter Short Course Age Group Championships North American Challenge Cup

Please see the Tech Suit Policy on the [Southern California Swimming Website](http://www.southcaliforniaswimming.com).

COMMUNICATION

Emails will be sent out to all members for announcements such as meet sign-up and verification, meet timelines, timing shifts, monthly invoice, USA swimming registration, and fundraisers. Many emails will refer to the website. All the forms are online on the website at: www.goldenwestswimclub.org. Events, schedules, and announcements will be updated regularly on the website. Please make sure to update your SMS information for any emergency or last minute notifications. See instructions below.

GWSC EMAIL ADDRESSES

We want to make sure you are receiving all our team news so be sure to add these addresses to your contacts so our events and updates don't end up with your spam!

Email Addresses:	When to Contact
info@goldenwestswimclub.org	Membership questions
Swim.Meet@goldenwestswimclub.org	Timing chair issues
Communications@goldenwestswimclub.org	Photos for posting or questions on schedule, and other team events

GWSC SMS CELL PHONE/TEXTING VERIFICATION

We would like all members to please verify their cell phone numbers for texting purposes via your Team Unify account through our website. We would like to be able to send reminder texts or quick, last-minute announcements via text. You might receive notices such as last minute changes to a schedule, pool closures, or member meeting reminders. *We will not be barraging you with marketing texts!*

In order to verify your number, you will have to sign into your www.goldenwestswimclub.org Team Unify account and do the following:

1. Click My Account in the left menu
2. Click Account Info in the sub menu.
3. Under "SMS" enter the cell phone to which you'd like to receive text reminders.
4. Choose the carrier for this phone.
5. You can add a second phone/carrier as well.
6. Click "Save" at the bottom of the page (scroll down).
7. Click the yellow "Unverified" button above each phone number you added. A validation code will be texted to your phone
8. Type this code into the window on your computer and click the Green "Verify" button.
9. Please verify all other phone numbers in the same manner.

GWSC E-MAIL VERIFICATION

While updating your cell number, please verify your email addresses as well. You can add up to four email addresses to receive our correspondence. Spouses, grandparents or caretakers can all receive emails. Each email should be verified to ensure proper delivery. To verify or add an email address:

1. Sign in to your account and navigate to “My Account.”
2. Under “Account Contact Information” you will see your account info.
3. Type in new email addresses in the Email 1, 2 or 3 fields.
4. Click the yellow “Unverified” button above each address then the Green “Yes” button to receive an email.
5. Click the link you receive in your email to verify the address.
6. Please verify all e-mail address in the same manner.

ON DECK POLICIES

The coaching staff would like to put in place the following guidelines for both the parents and the swimmers for practices:

PARENTS:

- We encourage you to ask questions and talk to your child's coach, but please do so before or immediately following their workout.
- Refrain from talking to your child during practice.
- Please sit outside the pool gates on the brick wall or bring a chair or blanket for the grass area surrounding the pool.
- Parents are not allowed on the pool deck during practice for insurance reasons.
- Any children not swimming must sit with their parent or supervising adult outside the pool area.
- Children may not dig or play in the sand at any time.
- No one other than a registered swimmer may be in the water at any time.
- No pets are allowed on campus, per GWC campus rules.

SWIMMERS:

- Go to your lanes a couple minutes before your practice time with your suits, caps, and goggles on.
- Swimmers should not enter the water until instructed to do so by their coach.
- No horseplay/running/flipping etc., on the deck
- Bring your swim gear and water bottle to your lane for every practice.
- Please tell your coach before practice if you have to leave early.
- Place your backpacks and shoes up against the gates or walls out of the walkway.
- Be considered of other people's stuff.

COLLEGE CAMPUS

The GWSC is privileged to rent our pool time at the Golden West College aquatics facility. We are guests and must conduct ourselves accordingly. Our members are expected to respect and follow the directions of all Golden West College staff. Please follow these important guidelines. Failure to do so may result in termination of GWSC membership.

ACTION PLAN TO ADDRESS BULLYING

PURPOSE

Bullying of any kind is unacceptable at Golden West Swim Club (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.

Objectives of the Club’s Bullying Policy and Action Plan:

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

WHAT IS BULLYING?

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

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

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

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, Club Safe Sport Coordinator, or other designated individual
- Write a letter or email to the Club Coach, Board Member, Safe Sport Coordinator, 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 right 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 swimmers 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:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - 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.
 - 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.²⁶
 - 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 – a federal government website managed by the U.S. Department of Health & Human Services

CONCUSSION INFORMATION POLICY

This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete return to normal activities slowly, so he/she does not do more damage to his/her brain.

WHAT IS A CONCUSSION?

A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe.

SIGNS AND SYMPTOMS OF A CONCUSSION

Athletes do not have to be “knocked out” to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child’s health at risk!

SIGNS OBSERVED BY COACHES, OFFICIALS, PARENTS, OR GUARDIANS

- Appears dazed, stunned or confused
- Unsure about event, location or name of meet
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes – irritability, sadness, nervousness, emotional
- Can’t recall events before or after incident

SYMPTOMS REPORTED BY ATHLETE

- Any headache or “pressure” in head - how badly it hurts does not matter
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light and/or noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”
- Trouble falling asleep
- Sleeping more or less than usual

BE HONEST

Encourage your athlete to be honest with you, his/her coach and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before they are ready. It is better to miss practice or meets than the entire season... or risk permanent damage!

SEEK MEDICAL ATTENTION RIGHT AWAY

Seeking medical attention on the day of the event is an important first step if you suspect or are told your swimmer has a concussion. A qualified health care professional will be able to determine how serious the concussion is and when it is safe for your child to return to sports and other daily activities:

- No athlete should return to activity on the same day he/she gets a concussion
- No athlete may return to training, regardless of sport, until he/she is cleared by a health care professional with a note specifying clearance. Athletes should NEVER return to the pool if they still have ANY symptoms..... in case an athlete returns with a note and then during the practice complains of a headache or other symptoms
- Parents and coaches should never pressure any athlete to return to play
- The Dangers of Returning Too Soon

Returning to the pool too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The risk of SIS and PCS is the reason why no athlete should be allowed to participate in any physical activity before they are cleared by a qualified health care professional.

RECOVERY

A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete's injury and their roles in helping the child recover. During the recovery time after a concussion, physical and mental rest is required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children's brains take several weeks to heal following a concussion.

RETURNING TO DAILY ACTIVITIES

1. Be sure your child gets plenty of rest and enough sleep at night – no late nights. Keep the same bedtime weekdays and weekends.
2. Encourage daytime naps or rest breaks when your child feels tired or worn-out.
3. Limit your child's activities that require a lot of thinking or concentration (including social activities, homework, video games, texting, computer, driving, job-related activities, movies, parties). These activities can slow the brain's recovery.
4. Limit your child's physical activity, especially those activities where another injury or blow to the head may occur.
5. Have your qualified health care professional check your child's symptoms at different times to help guide recovery.

RETURNING TO SCHOOL

1. Your athlete may need to initially return to school on a limited basis, for example for only half days, at first. This should be done under the supervision of a qualified health care professional.
2. Inform teacher(s), school counselor or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:
 - a. Increased problems paying attention.
 - b. Increased problems remembering or learning new information.
 - c. Longer time needed to complete tasks or assignments.
 - d. Greater irritability and decreased ability to cope with stress.
 - e. Symptoms worsen (headache, tiredness) when doing schoolwork.
3. Be sure your child takes multiple breaks during study time and watch for worsening of symptoms.
4. If your child is still having concussion symptoms, he/she may need extra help with school related activities. As the symptoms decrease during recovery, the extra help can be removed gradually.

RETURNING TO THE POOL

1. Returning to the pool is specific for each person. As an example, California law requires written permission from a health care provider before an athlete can return to play. Follow instructions and guidance provided by a health care professional. It is important that you, your child and your child's coach follow these instructions carefully.
2. Your child should NEVER be on deck, practice, or participate in competition if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).
3. Be sure that the athletic trainer, coach and physical education teacher are aware of your child's injury and symptoms.
4. Your athlete should complete a step-by-step exercise-based progression, under the direction of a qualified healthcare professional.

RESOURCES:

Insurance - USA Swimming provides an excess accident medical insurance policy for USA Swimming members while participating or volunteering in a USA Swimming sponsored or sanctioned event. Details of the insurance coverage are on the USA Swimming website under Insurance and Risk Management.

Centers for Disease Control and Prevention - www.cdc.gov/Concussion

Zurich Concussion Conference (2012) - Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012. <http://bjsm.bmj.com/content/47/5/250.full>

ODH Violence and Injury Prevention Program - www.healthyohio.org/concussion

National Federation of State High School Associations - www.nfhs.org – Index concussions and see “A parent’s guide to concussion in sports”

ELECTRONIC COMMUNICATION POLICY

PURPOSE

The Golden West Swim Club (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;
- 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. Any direct correspondence between an adult/coach and a minor must be cc'd to the minor's guardian or another adult.

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. Any direct correspondence between an adult/coach and a minor must be cc'd to the minor's guardian or another adult.

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 (above), then it is likely your method of communication with athletes will be appropriate. Please refer to USAS Minor Athlete Abuse Prevention Policy on our website or USASwimming.org for more details.

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/INSTAGRAM

The Club has an official 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 either Instagram or Twitter. Likewise, athletes are not permitted to follow coaches on Instagram or Twitter. 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.

PHOTOGRAPHY/MEDIA RELEASE POLICY

Golden West Swim Club reserves the right to use photos of our members from team sponsored events to promote the club in print publications, online publications, presentations, websites, and social media. We make every effort to ensure all photographs and display of images from team events observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker rooms or bathrooms.
- Golden West Swim Club strictly follows and enforces USA Swimming's requirement that photos are not allowed behind the blocks at any meet or event.

LOCKER ROOM POLICY

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: Golden West College, Huntington Beach, CA.

This location has: *A changing area that is shared with the general public. As such, there are likely to be people who are not associated with Golden West Swim Club in the changing area around the time of practice.*

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 discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance. Children over the age of 5 should change in same sex locker room or use the private restroom available on deck. As per the USAS Minor Athlete Abuse Prevention Policy, unrelated adults must not be alone with a minor in these areas unless they are athletes from the same team/same competition and must not expose themselves under any circumstances.

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

Golden West Swim Club 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 [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. [Staff, coach, parent, other adult] conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

Please refer to USAS Minor Athlete Abuse Prevention Policy on our website or USASwimming.org for more details regarding locker rooms and changing areas.

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.

SERVICE HOUR REQUIREMENTS

Hosting swim meets is the GWSC's primary means of fundraising, and to run a successful meet for the athletes, officials and spectators, the support of all families is needed to fill the important meet jobs. The revenue generated from our GWSC-hosted swim meets supplements the income from the monthly membership dues to pay all operating expenses including coach salaries, pool rental fees, and equipment purchases and maintenance, thus keeping the monthly membership fees as low as possible for all members. The Service Hours requirement during the GWSC-hosted swim meets applies to ALL families, even if your swimmer does not participate in that meet or in any meets. Families who do not complete the service hours during the GWSC-hosted meets are automatically charged the "Opt-out Fee" of \$25 per hour not worked.

The GWSC will generally host 4–5 swim meets per year, requiring about 18-20 Service Hours per family per year. The specific meets that the GWSC hosts each year are subject to change, and the Service Hours requirements are adjusted accordingly (based on the expected size of each meet). Approximately 4-6 weeks before each scheduled GWSC-Hosted meet, we send a team email with instructions for signing up for the meet jobs through the GWSC website. Job sign-ups are done online on a first-come-first-serve basis, so if you have limited availability, please sign up for your preferred jobs/shifts promptly.

Hosting swim meets is the GWSC's primary means of fundraising, and to run a successful meet for the athletes, officials and spectators, the support of all families is needed to fill the important meet jobs. The revenue generated from our GWSC-hosted swim meets supplements the income from the monthly membership dues to pay all operating expenses including coach salaries, pool rental fees, and equipment purchases and maintenance, thus keeping the monthly membership fees as low as possible for all members. The Service Hours requirement during the GWSC-hosted swim meets applies to ALL families, even if your swimmer does not participate in that meet or in any meets. Families who do not complete the service hours during the GWSC-hosted meets are automatically charged the "Opt-out Fee" of \$25 per hour not worked.

It is your responsibility to check in with the volunteer coordinator when you arrive for your shift at each meet. Although we make every effort to coordinate meets appropriately, sometimes timelines change or meets run late/early and your flexibility is appreciated. Please do not leave your shift until your replacement has arrived or you have been excused.

The GWSC is scheduled to host the following meets during the period of September 2018 – December 2019:

Event	Event Dates	Service Hours Requirement per family	Opt-out Fee
BRW “Pumpkin” Meet 2018	Late October (NOTE: swim meet is Friday evening and Sunday only, NO Saturday hours/events required)	4 hours	\$100
Winter Age Group SC Championships “WAG” 2018	Early December	6 hours	\$150
Blue SC Meet	Early January	4 hours	\$100
Fireworks Booth	June 29-July 4 (dates TBD depending on if application is approved)	4 hours	\$100
Senior Regional Champs LC Meet	Early August	6 hours	\$150

SWIM MEET ENTRY PROCEDURE

Have your swimmer check with the coaches to confirm which events they should enter. To see the detailed meet sheet for instructions and a breakdown of the meet events by session and day, click on the blue link for that particular meet.

Here are the steps if you **ARE NOT GOING**:

- Click on the Member Names [they default to Not Committed]
- Then click on the Signup Record pull-down and select No
- If No, just click on the [Save Changes] button to save the changes
- If you have more than one child, repeat the same task as listed above

Here are the steps if you **ARE GOING**:

- Click on the Signup Record pull-down and select Yes
- Once yes is selected, you will see the events your child MAY be eligible to swim
- You will also see the best times inserted into the Entry Time field and highlighted in yellow
- Check the Checkbox to the left of the name for those events you would like to swim
- Please take careful notice of the time standards that must be met in the right-side columns
- Once you have finished, click on the Save Changes Button in the lower right
- Repeat the process for additional swimmers

You will notice that Coach Approval column will indicate Pending after you submit

Please pay careful attention to:

- Maximum Event Entry Limitations IF PRESENT. Click on the “>>View” if present.
- Age group restrictions – see below
- Add any notes that you want the Coach or Administrator to see

WHEN MULTIPLE AGE GROUP OPTIONS ARE AVAILABLE

Please read the meet entry forms thoroughly Most swimmers that are 7-8 may enter either 5-8 age group events OR 7-10 events in a single meet but they cannot enter a combination of these age groups. Sometimes 11 & Up races are offered. Those swimmers 11 and over that meet the stated criteria may enter those events. Review the meet entry form thoroughly for any other restrictions.

Your coach or team administrator will review your declaration and APPROVE or REJECT your request and once they submit the final choices you will be able to review by signing in and clicking on the Attend This Event button for any events listed on our team website. Look at the Coach Approval column for the events that you have been confirmed to swim.

TIMING CHAIR POLICY

This is separate from the service hour requirements noted in the membership section. This is required if your child enters swim meets not hosted by GWSC and are held at other locations.

Timing is an integral function of every swim meet to ensure it runs smoothly and that each athlete receives an accurate time. It is very important that all families take the responsibility seriously.

The team is required to provide timers during ALL USA Swimming sponsored swim meets. The number of chairs assigned to us (by Southern California Swimming) is directly dependent on the number of swimmers our club enters in each meet. Families who have swimmers participating at that swim meet are responsible to cover these timing shifts. Our obligation will remain the same, even if some of our swimmers are not able to attend due to illness or some other unforeseen schedule conflict.

POLICY

The GWSC policy is that all families have an obligation to sign up for a timing chair shift during each session AND day that they have a swimmer participating at each meet. In addition, each family has an obligation to sign up for a timing shift for each swimmer participating in the meet and on each day. Before you sign up, please look at the timeline and the events your swimmers are entered in at the meet. Be courteous to the other families and sign up for a timing shift that corresponds closely to when your child will be swimming. If you have a swimmer in the last events of the session, please select the last timing chair shifts. This is important to ensure that all shifts get filled. Please be aware that if your swimmer is in the last events and you sign up for an early timing shift, your shift may get changed to make it more equitable for our families. We know that some of the older swimmers drive themselves to meets. Unfortunately, we are still tasked with filling timing chairs based on their attendance of these athletes. Parents should plan to attend, at least to cover a timing shift or arrange for a sibling or friend to attend to cover your timing obligation.

Any empty shifts that remain the day before the meet starts will be assigned to families who have not yet signed up for a shift. Those families will be notified of their shift and are responsible for covering it.

SIGN UP PROCEDURE:

To select a timing chair shift, please follow these simple steps:

- 1) Sign on to the website www.goldenwestswimclub.com, with your password.
- 2) Go to the "Events" – "Swim Meets" section of the home page.
- 3) Scroll down to the "**LOOK FOR THE NAME OF THE UPCOMING MEET**", and click on "Job Signup" box. This will bring up the list of timing chair shifts, by session.
- 4) Check the box(es) next to the shifts that you would like to sign up for.
- 5) When you have selected all of your shifts, click on the "Signup" box next to the green circle. Please include contact information in case there are issues or emergencies.
- 6) We understand that things happen, but please try to avoid removing your name from a timing chair after they have been all filled. Most families don't check back to see if there are any last minute vacancies prior to the meet.

WHEN WILL THE JOB/TIMING SIGN UP BE POSTED?

Timing assignments are distributed by Southern California Swimming a few days prior to each meet. We make every effort to post the timing chair sign ups as quickly as possible.

Unfortunately, we cannot provide a recurring time that they will be published, since it is highly dependent on when the assignments are distributed to our team. We try to post them on or before the Wednesday prior to each meet. Our goal is to give families as much time as possible to sign up. It is important to keep checking your email the week of the meet for the meet program as well as any updates or timing related assignments.

WHAT IF YOU ARE UNABLE TO ATTEND THE MEET?

If you have a "timing shift", but you are not able to attend the meet at the last minute it is your responsibility to cover the timing chair. To make sure it is covered please follow the steps below:

- 1) Please call an alternate or one of the extra families, if one is listed on the timing assignments to cover your shift. Please make sure they sign in at the GWSC team tent noting which shift they are covering.
- 2) If you know you will not attend a session/day before the meet begins and there are no alternates listed please contact the timing coordinator (see roles and responsibilities below) and/or send a message to info@goldenwestswimclub.org.
- 3) On the day of the meet, if there are no alternates and you cannot find a family to switch with you, please reach out to the timing supervisors since they will be on deck and can help find a family to assist.

WHAT TO DO AT THE MEET?

When you arrive at the meet please find and check in with the “Timing Chair Team” and confirm your shift by initialing next to your name on the Timing Chair list clipped at the GWSC Team tents. This will allow everyone to see if there are any empty chairs. Afternoon timers should also check to see if the start time for their shift has moved based on the start time for the afternoon session.

WHAT IF YOUR REPLACEMENT DOES NOT SHOW?

Please ask one of the other timers or parents if they are behind the blocks to contact the timing supervisor/team to let them know you need a replacement. If for some reason the replacement does not show, please let the timing supervisor know. Cell phone usage is highly discouraged behind the blocks.

WHAT TO DO WHEN THERE ARE HEATS AND FINALS

For any meet championship meet with both preliminary heats and finals in the same day the morning or “heats” will be assigned online as noted above. For the finals portion, the families of swimmers that make it back will be asked to cover any potential timing chairs. These assignments are not known until that day. Families will be asked to coordinate among themselves to cover our timing chairs.

ROLES AND RESPONSIBILITIES

TIMING COORDINATOR

This is a parent volunteer that assigns any open timing shifts, which are not filled by individual families after the deadline has passed. They will assess all the open positions, review the current assignments, and make an effort to distribute the timing assignments equitably among the families. Any questions, comments, or concerns should be sent to our timing coordinator prior the beginning of the meet. If there are any issues at the meet, please contact the timing supervisor for your day/session.

TIMING SUPERVISOR/TIMING CHAIR TEAM

These volunteers help coordinate with the families on deck to fill any gaps if/as they arise on the day of the meet. These volunteers are asked to print out a copy of the Timing Chair Sign Up Sheet from the website (goldenwestswimclub.com) before they arrive at the meet so that they know: 1) who to check in, 2) make sure everyone that signed up is at the meet, and 3) that they are aware of their shifts. It is their responsibility to see that families have initialed next to their names so that all shifts are covered. If a shift IS NOT covered, they would look to the alternates assigned (if any) or any other potential families to help. Families that have not timed during that session will be called upon first to fill any vacancies.

TIMERS

Check in with the timing team and initial your name on the list (posted on/near the Team EZ Ups). It is important to keep track of the time and make sure you arrive as scheduled to relieve the family before you. Please look at the assignment list to note the family you should be replacing. When you arrive, verify you are relieving the right family. As noted above, if you cannot make it to the meet be sure to call the timing coordinator (prior to the start of the meet) or the timing chair team on the day of the meet to make sure all shifts are covered.

QUICK FACTS

- Each family will be asked to time at least one shift per session/day their swimmer(s) are entered. This includes one shift per swimmer in each session.
- The duration of an individual timing session is determined by three factors: the length of the meet/session, how many timing chairs GWSC is assigned, and the number of families attending that session.
- In general, we try to keep each timing shift between 0.5 and 1.0 hours. Families who have not signed up for a timing shift may be assigned a timing chair if there are any vacancies after the deadline. These families will be notified via email with their timing shift.
- It is important that you sign up for a shift that corresponds to the time your swimmer(s) is/are swimming. If your swimmer is in the last event of the session, you should sign up for the last session of the meet.
- Please check in with the Timing Chair Supervisor/Team before the start of the meet so they know your shift is covered.
- Each family, who has a swimmer signed up for the meet is responsible for their own shift. If for any reason you are unable to time at the meet, it is **your responsibility** to make arrangements with someone, 13 or older, on the timing assignments who can competently perform the timing task.
- Families with older swimmers that drive themselves should still be prepared to cover a timing shift to meet their obligation. A parent, sibling, friend can be acceptable as long as they are 13 or older.
- Failure to sign up for timing chair shifts at any meets your child enters will affect your ability to obtain the year round discount. All members are eligible to apply for this discount if they have committed to training for a consecutive year and have met their service hour and timing chair requirements over a six-month period.
- For any meet with heats and finals, the families of those that make it back will be asked to cover and coordinate any timing chairs that are assigned to GWSC on the day of the event
- Parents of swimmers in the long distance events (400 IM, 400/500 Freestyle, 800/1000 Freestyle or 1500/1650 Freestyle) are responsible for timing 3 heats of those events in addition to your regular swim meet timing obligation.

FREQUENTLY ASKED QUESTIONS

- **I don't plan to compete in meets; or, I only plan to be here for a few months. Do I still have to register with USA Swimming (Age Group & Senior swimmers) or USMS (Masters swimmers)?**

Yes. This is mandatory for all swimmers, in all groups, even if you don't participate in meets. This provides liability insurance for the club and the members.

- **I think it's unfair that I must work at GWSC-hosted swim meets if my swimmer doesn't participate in that meet or any meets. Can I be excused without being charged the "Opt-out Fee" of \$25 per hour?**

No. Hosting meets is the GWSC's primary means of fundraising, which keeps the monthly fees as low as possible for all members. It takes many workers to run a successful swim meet, and we need the support of all families to make this happen. Responsible and mature family members age 13 and older are eligible to work for the family's hours, and we can provide a letter to students for school service credit. Families who do not complete their Service Hours requirement will automatically be charged the "opt-out" fee of \$25 per hour.

Exception: Families with swimmers ONLY in the Pathways, College Swimmer or Masters programs are exempt from the service hours at GWSC-hosted meets. These are the only exceptions to the Family Service Hours requirements.

- **It's the middle of the month and I just joined. Will my fees be pro rated?**

Only if you join after the 15th of the month. If you join during the first 15 days of the month, you are charged the entire fee for your first month. If you join after the 15th of the month, your first month's fees are prorated to half the monthly fee. This is the only time that monthly fees are prorated.

- **Can I stay and watch the practice sessions?**

Parents are **not** allowed on the pool deck during swim practice. Parents may watch practice from outside the gates on the scoreboard side of the pool. The Golden West College Campus Safety department requires that parents not set up chairs on the balconies or sidewalks. If you need to speak with your child's coach, please do so before or after workout.

- **Do we need special team apparel or equipment?**

A racing-style suit and a GWSC team swim cap are required for swim practice. All groups use kickboards, buoys and fins, and the higher-level groups will also use paddles and a snorkel. All swimmers are expected to compete in the GWSC team suit and team cap. All equipment, as well as team caps, suits, t-shirts and warm-ups and parkas can be purchased at CAS, located at 15661 Container Lane, Huntington Beach; 714-898-2655; www.casswimshop.com.

- **Is practice still held when it is raining?**

Practice is held in the rain unless there is lightning. At the coach's discretion, practice may be cancelled due to safety concerns. Time permitting, you may be notified by email if practice is cancelled.

- **How will I get ongoing information and announcements?**

You will receive information and announcements from the GWSC by email. Please keep your email address(es) current on your website account and review your email regularly as announcements are sometimes made with little notice. Swimming-related questions should be directed to the swimmer's coach. Club registration and membership questions can be directed to info@goldenwestswimclub.org.

SWIM MEET TIPS FOR PARENTS

Learning to navigate through a swim meet for the first time is a little like navigating through a foreign land when you don't speak the language. Give yourself time to transition, and please lean on the families that have been walking these swim meet pavements for years, we will get you where you need to be.

BEFORE THE SWIM MEET STARTS

When should I arrive at the meet?

Your coach will tell you when to arrive for your warm up. Prior to the meet you will receive an email with the meet's timeline listing estimated start times for events and what time the meet will finish.

What is Check In?

When you arrive at the meet the first thing you need to do is check in at the check in desk. If you do not check in you cannot race. Look around for swimmers in a line by tables; ask parents or swimmers where to check in if you are not sure. The swimmer writes his event numbers on the top of his hand during check in.

Where should I sit at a meet and what do I bring?

Look for your teammates and sit with them. Golden West Swim Club likes to sit together in one location. Please bring chairs, snacks, and even a canopy or blanket. Extra towels are great to have along with a parka or warm ups. You will need sunscreen for hot days, plenty to drink, and games or a book to pass the time. Most important bring your suit, goggles, and cap for racing.

When do I Warm-Up?

Once you have checked in and are situated with your teammates grab your cap, goggles, and a towel and report to your coach for warm-up. Your coach will guide you through the warm-up process. When warm-up is over, head back to the team area and relax. The meet should start shortly, they usually start on time. During warm-up parents should check on timing assignments and feel free to ask questions to other parents about timing or meet protocol. We are here to help ease you into the GWSC family.

What is a Three Point Entry?

Swimmers warming up or down before, during, or after this swim meet must be under the direct supervision of an USA Swimming member coach. There will be NO DIVING into the pool during these times except into the designated sprint lane(s). WARM-UP RULES WILL BE ANNOUNCED AND POSTED. All swimmers must use 3-point, slide in entries into the pool for warm up, no jumping or diving in. A good tutorial can be viewed at the following link: <https://www.usaswimming.org/utility/arizona-swimming--3-point-entry>

Where can I take photos of my child at a swim meet?

The use of audio-visual recording devices, including cell phones, IS NOT PERMITTED in locker rooms, changing areas or restrooms. Recording devices are not permitted behind the starting blocks during the starting sequence throughout the meet. The meet may be covered by the media, including photographs, video, web casting and other forms of obtaining images of athletes participating in the meet. Entry into the meet is acknowledgement and consent to this fact.

Deck changes are not permitted

Deck changing is prohibited at practice and at swim meets. Please use the restroom or locker room facilities to change into or out of swimwear.

What and when should swimmers eat?

Parents are encouraged to plan ahead and bring healthy snacks for their children. Having all that you need on hand makes for a relaxing day. It is a good idea for kids to snack after each race because they don't always have time to digest a big meal. Some suggestions include: chocolate milk, crackers with cheese or peanut butter, applesauce, fruit fresh or yogurt, veggies and dip.

TIMING RESPONSIBILITIES

- 1) look for the flashing light above the starter to start your stopwatch
- 2) know the distance the swimmer is swimming
- 3) as the swimmer approaches the finish, please stand up and look over the rim of the pool to stop the watch when the swimmer touches the wall. If you remain seated, your time will not be accurate.

DURING THE SWIM MEET

Why do people have the event numbers written on the top of their hand?

You need to know your event numbers so you can listen for the announcer. The announcer will be broadcasting what events are in the water racing. You can keep track of the event numbers and when you race.

Why do I need to check the heat sheets before I race?

Heat sheets are posted by girl's events and by boy's events in a central area at the meet. The heat sheets are listed by event number. They show the heat and lane number for all swimmers participating in an event. You will need to know what lane to report to and which heat you race in ahead of time. Ask a parent or swimmer if you are unsure where the postings are. Check the postings at least 2 to 3 events prior to yours. If you are in the first events of the meet the heat sheet will be posted prior to the start of the meet. You will see crowds of swimmers and parents hovering over the heat sheets, don't be shy, step up and look for your name printed on the heat sheet.

Do I talk to my coach now?

Yes, once you have your heat and lane go see your coach. Give him your heat and lane assignments so he can be sure to see your race. Also, he will give you racing instructions and strategies.

When do I race?

It is very important not to miss your race. If you miss your race you will not be able to swim the next race. Grab your cap and goggles and report behind the starting blocks early before your event starts. Check with your timer that you are in the correct lane and heat. The timers have a list of swimmers for their lane. Make sure to put on your cap and goggles while you are waiting for your heat, CONCENTRATE on your race, as you approach the blocks check that your goggles are on tight and secure.

On the starting blocks what is the difference between the short whistle and the long whistle?

When the heat is ready to swim the Official Starter will call the swimmers to the blocks with two different whistles. He first blows a short whistle that tells the swimmers to approach the blocks (in the water for backstroke), he then blows a second long whistle that tells the swimmers to get on the blocks and place feet in racing start position (backstroke grab the bar and place feet on the wall), the Official Starter then says, "Take your mark." The swimmers take the start position; swimmers do not move until you hear the beep or tone that starts the race.

GO SWIMMERS GO!**What do I do after my race is done and I've touched the wall?**

Most of the time the officials want you to stay in the water on the wall until the next race has started. This is called a "fly over start." Once the next race has started quickly exit the water and ask your timer for your time. Then go do your warm down.

Do I talk to my coach after my race?

Yes, after your warm down. Your coach will have feedback to give you from your race. Our coaches are insightful, encouraging, and caring; the swimmer will always find it worthwhile to talk about the race with their coach.

My races are over and my parent has timed, do I just leave?

Check in with your coach to make sure you are not in any relays and to say goodbye. The final times will be posted where the heat sheets were if you want to write them down.

ATHLETE CODE OF CONDUCT

Athletes and families agree to abide by this code of conduct at all GWSC associated events and agree to review and abide by the additional USA Swimming Code of Conduct (found in the USA Swimming Rulebook and available online at <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1962&Alias=Rainbow&Lang=en>) while participating on the team.

BASIC RESPONSIBILITIES

- Swim for the fun of it, not just to please your parents or coach.
- Be punctual for all practices and meets. Pool time is very valuable.
- Plan on attending all meets unless you have made special arrangements with your coach.
- Wear GWSC approved swimsuits and team caps at meets. This displays team pride and also makes it easier to identify you on the blocks and in the water.
- Be an active participant in all team practices, competitions, fundraising events and other team activities.
- Focus on every drill and every set. Be committed to putting forth your best effort everyday. An honest effort does not include cutting laps, pulling on lane lines or missing send offs/sets.
- Pay attention and follow all of the coach's instructions completely and exactly. The coach is there to help you; if any clarification is needed, ask politely.
- The coaches must adapt this philosophy to an infinite number of situations. Swimmers are asked to respect the coach's directions and give their full cooperation. Cooperation with teammates and staff will produce a productive practice and competitive environment for all.

SWIMMERS MUST:

- Show respect and common courtesies at all times to the team members, coaches, competitors, officials, parents and for all facilities and other property used during practices, competitions and team activities.
- Demonstrate good sportsmanship during all practices, competitions, and team activities.
- Be an active participant in all team practices, competitions, fundraising events and other team activities.
- Come to all team sponsored events in the appropriate attire.
- Respect the coaches' and officials' instructions
- Make every effort to be on time for workouts, competitions, and team events.
- Refrain from foul language, violence, behavior deemed dishonest, discourteous, disrespectful, destructive or offensive to others.
- Follow the directions of the coaching staff and/or chaperones at all times.
- Attend all team meetings and training sessions, unless excused by staff.
- Refrain from the drinking of alcohol or use of tobacco products or illegal drugs or any substances banned by USA Swimming or FINA.
- Avoid any association with such activities as those listed above or association with individuals engaged in them.

CONSEQUENCES FOR VIOLATIONS: The coaches have the power to impose the following penalties for any action or inaction they determine to be a violation of the Code of Conduct. The penalties include, but are not limited to the following: The swimmer may be given a verbal warning. The swimmer may be sent home with a warning and request for coach-parent conference. For repeated or severe violations the swimmer may be suspended for one (1) week. (There will be NO prorated fee for monthly dues.) Repeated or severe violations may result in the swimmer and parent being required to meet with the coach and board to determine appropriate disciplinary action.

PARENT CODE OF CONDUCT

Athletes and families agree to abide by this code of conduct at all GWSC associated events and agree to review and abide by the additional USA Swimming Code of Conduct (found in the USA Swimming Rulebook and available online at <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1962&Alias=Rainbow&Lang=en>) while participating on the team.

BASIC RESPONSIBILITIES

- Practice teamwork with all parents, swimmers, and coaches by supporting the values of Discipline, Loyalty, Commitment, and Hard Work.
- See that your swimmer is on time for practice and arrives on time for meet warm-ups.
- Maintain self-control at all times.
- Know your role. Swimmers – Swim / Coaches – Coach / Officials – Officiate / Parents – Parent.
- Call or meet with coaches during normal business hours before or after practice/meets to discuss issues.
- Do not coach your child at practice or during meets, that is the coach's job.
- Do not interrupt or confront the coaching staff on the pool deck during practice or meets.
- Trust and support your swimmer's and coach's decisions around goal-setting, training commitments, swim event entries, and meet schedules. Do not impose your ambitions on your child.
- Any questions about disqualifications, judging, etc should be directed to your swimmer's coach.
- Get involved....be an official, work on the board, help plan a fundraiser, be a volunteer, help plan a group social. Find something you enjoy!
- Fulfill your meet timing responsibilities punctually and for the complete duration of your shifts.
- Share the burden among parents by volunteering for necessary functions at team events and swim meets.
- Pay your fees on time.

PARENTS MUST:

- Set the right example for children by showing respect and common courtesies at all times to the team members, coaches, competitors, officials, parents, and for all facilities and other property used during practice, competition, timing, or other team activities.
- Demonstrate good sportsmanship during all practices, competitions and team activities.
- Be an active participant in all fundraising events and other team activities and encourage and support your child by permitting them to be timely for practices and competitions.
- Recognize that GWSC coaches are professionals and allow them to coach your child(ren) without interference during workouts and meets, including sitting in appropriate observation areas for practice and meets
- Address any concerns, conflicts, or issues you may have with a coach or board officer in private.
- Insist that your child(ren) refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, abusive or foul language, inappropriate sexual conduct, or any other behavior deemed dishonest, discourteous, offensive or disrespectful of others.
- The head coach and board have the authority to impose disciplinary action against a member-family for action(s) or inaction they determine to be in violation of the Code of Conduct. Violations of this code of conduct may result in, but not limited to: Warning
Suspension Expulsion

USAS MINOR ATHLETE ABUSE PREVENTION POLICY

Golden West Swim Club adheres to all policy outlined by USA Swimming's Minor Athlete Abuse Prevention Policy. As a member of our team, all adults and athletes associated with the team must read and sign this policy. This policy is included in our online registration and can be signed electronically. Additionally, it will need to be re-signed every year at the beginning of our fiscal year in September. Please read the policy thoroughly. You may view the document directly on at www.usaswimming.org/maapp.

For athletes that are 18 or over (does not apply to Masters swimmers), you MUST also have completed the Athlete Protection Course offered by USA swimming at: www.usaswimming.org/learn. You must complete this online training in order to validate your USA Swimming membership and compete. Email your completed training certificate to info@goldenwestswimclub.org.



THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
 - Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
 - LSC and club adult staff and board members; and
 - Any other adult authorized to have regular contact with or authority over minor athletes.
- Collectively "Applicable Adult(s)"

GENERAL REQUIREMENT

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

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

II. Meetings

- a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the club.

IV. Individual Training Sessions [Recommended]

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

I. Content

All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must



copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" the club and/or LSC's official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL

I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

[Recommended]

Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

- a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.

- b. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete.

Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete's legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.

- c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

III. Undress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.

IV. One-on-One Interactions

Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

V. Monitoring

The club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.

VI. Legal Guardians in Locker Rooms or Changing Areas

Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

MESSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

- I. Definition: In this section, the term “Massage” refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).
- II. General Requirement
Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.
- III. Additional Minor Athlete Requirements
 - a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to the club.
 - b. Legal guardians must be allowed to observe the Massage.
 - c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
 - d. [Recommended] Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician’s treatment plan.

GENERAL RESOURCES

- USA Swimming: www.usaswimming.org. Excellent resource for parents and swimmers passionate about the sport.
- Southern California Swimming: www.socalswim.org. All Southern California Swimming news, upcoming meets, results, rules and forms are available on this site. This link provides the time standards for White, Red, & Blue times, Invite Times, Junior Olympic Times and other times.
- CAS Swim Shop: www.casswimshop.com All team apparel and equipment are available for purchase. Some items may need to be ordered.
15661 Container Lane, Huntington Beach, CA 92649 (800)421- 5192 9-5 M-F, 10-2 SAT

CONTACT INFORMATION

Our website: <http://goldenwestswimclub.org> contains contact information for our staff and board. A summary is provided below. Team Phone number: (714) 251-6372

GWSC EMAIL ADDRESSES

We want to make sure you are receiving all our team news so be sure to add these addresses to your contacts so our events and updates don't end up with your spam!

Email Addresses:	When to Contact
info@goldenwestswimclub.org	Membership and billing questions
Swim.Meet@goldenwestswimclub.org	Timing chair issues
Communications@goldenwestswimclub.org	Send photos for posting or questions on schedule, and other team events

HANDBOOK ACKNOWLEDGEMENT

We acknowledge that we have received a copy of the Golden West Swim Club – Swim Policy Handbook dated November 2020. We have read and understand the contents of this Policy Handbook and will act in accordance with these policies and procedures.

Included in the Policy Handbook is the Code of Conduct for the swimmers and parents.

We have read Code of Conduct and understand that as a member of the Golden West Swim Club.

We will be required to abide by the Code of Conduct defined therein. We acknowledge that any violation of the Code of Conduct will result in disciplinary action as defined in the policy.

We acknowledge that the Policy Handbook is available online and will be updated throughout the year and that it is our responsibility to be aware of and to adhere to the changes in policy as they occur.

We authorize GWSC to bill us through Team Unify any charges incurred including the monthly fees, USA membership dues, and missed timing shift fees.

By signing and initialing below, we acknowledge that we have read and will uphold the entire Team Policy Handbook.

Swimmer Agreement:

Name: _____ Signature: _____ Date: _____

Please also initial to indicate you have read each of the following sections:

- _____ Coaches' Policy on Deck
- _____ Anti Bullying Policy
- _____ Concussion Information Policy
- _____ Electronic Communication Policy
- _____ Photography/Media Release Policy
- _____ Locker Room Policy
- _____ Code of Conduct for Swimmers

Parent Agreement:

Name: _____ Signature: _____

Date: _____

Please also initial to indicate you have read each of the following sections:

- | | |
|---------------------------------------|--|
| _____ Monthly Billing Policy | _____ Termination Policy |
| _____ Parking Policy | _____ Coaches' Policy on Deck |
| _____ Anti Bullying Policy | _____ Concussion Information Policy |
| _____ Electronic Communication Policy | _____ Photography/Media Release Policy |
| _____ Locker Room Policy | _____ Service Hour Requirements |
| _____ Timing Chair Policy | _____ Code of Conduct for Parents |
| _____ USAS MAAPP | |