



Carrollwood Village Swim Team

2024-2025 Team Handbook

Carrollwood Village Swim Team, Inc.

13985

Clubhouse Drive

Tampa, Florida

33618

813-961-1368

Authored by Swimmers, Parents, Board Members and Coaches of CVST

October 1984

Last Update: August 2024

PREFACE

This is a living document and is intended to provide information and be a guide for the parents and the swimmers of the Carrollwood Village Swim Team. All information in this Handbook is subject to change without notice.

CVST ADDRESS

All correspondence should be mailed to:

Carrollwood Village Swim Assn., Inc.
13985 Clubhouse Drive
Tampa, Florida 33618

Phone: 813-961-1368
E-mail: chris@CVST.org

Website: www.CVST.org
Facebook: /CVSTSwimming
Twitter: CVSTSwimming
Instagram: /CVSTSwimming

COACHING STAFF

Head Coach – Chris Service- chris@cvst.org
Assistant Coach – Jabari Ramsey-913-713-7836
Assistant Coach – Amy Service – amy@cvst.org
Assistant Coach – Henry Walz – 813-924-0662
Assistant Coach Heathrow – Kameron Callais-callais@gannon.edu
Assistant Coach Heathrow – Madison Kalhor – madisonkalhor@yahoo.com

Specific questions regarding your child's practices and or development should be discussed directly with your child's Coach. Please contact your child's Coach to make an appointment.

2024-2025 TEAM MOTTO

“Collective impact-the village way.”

Carrollwood Village Swim Team

On-line Handbook

Table of Contents

CARROLLWOOD VILLAGE SWIM TEAM	6
History & Purpose	6
Mission Statement	6
Objectives	6
Team Structure	7
Bronze Group	7
Silver Group	7
Gold Group	8
Challenger "HP" Group	9
Senior Group	10
Swim Year	11
Practice Tardiness, Drop-Off & Pick-Up	11
Illness & Injury	11
Vacation Policy	11
Parents at Workouts	11
Parent Volunteers	11
CVST Swim Board	12
CVST Web Site	14
CVST E-mail and Text Notifications	14
OnDeck - CVST Web Site Mobile Application	14
CVST Social Media (Facebook, Twitter, Instagram)	16
CVST Team Feed	16
Officiating	17
CVST Incentives for Officials	17
CVST Swim Shop	19
Training Equipment	19
CVST Team Uniforms/Swimsuits	19
Team Picture	19
Athlete Protection	20
USA Swimming SafeSport for Parents	24
MAAPP (Minor Athlete Abuse Protection Policy)	24
CVST Practice Rules	29

CVST Travel Policies	30
CVST Code of Conduct/Honor Code	32
CVST Parents Code of Ethics	34
Florida Swimming Code of Conduct	34
USA Swimming Code of Conduct	35
CVST Locker Room Monitoring Policy	36
CVST Bullying Policy	37
CVST Social Media and Electronic Communications	39
Cell Phones & Electronic Communication at CVST Practice	39
CVST Team Property Policy	39
CVST Grievance Policy/Procedure	40
 GOAL SETTING & AWARDS	 42
Objective	42
How Goals Are Set	42
Age Group Swimmer of the Week	42
Swimmer of the Month	42
Team Awards	42
Most Valuable	42
Most Improved	42
James T. Kelly Award	43
Attendance Award	43
Team Championship High Point Award	43
Swimmer of the Year	43
Athlete Appreciation Award	43
CVST Team Gift	43
 INFORMATION CONCERNING COMPETITIVE SWIMMING	 44
Why Swim Competitively?	44
Age Group Swimming	44
Senior Swimming	44
USA Swimming Safety Notice To Parents	44
Senior Attendance Policy	44
Meet Policy for High School Swimmers	45
Morning Practice Policy	45
Meet Information	45
Meet Entry Policy/Procedure	45
Dual/Tri Meets	46
Invitational/Open/Association Meets	46
"B" Meets	46
Team Meets	46
Team Trips	46

So You're Going to a Swim Meet!	46
CVST REGISTRATION INFORMATION	48
General Information	48
Fee Information	48
Registration Fee	48
Program Fee	48
USA Swimming Fees	49
Entry Fees for Meets	49
Family Commitment & Fund Raising	49
Insurance	49
Payment/Online Credit Card Processing	49
WHAT IS EXPECTED...	50
Of CVST Swimmers at Practices	50
Of CVST Swimmers at Meets	50
Of CVST Swimmers at Other Times	50
Of CVST Parents for Practices	50
Of CVST Parents at Meets	50
Of CVST Parents at Other Times	51
Positive Attitude & Environment	51
SWIMMING LINGO	52

CARROLLWOOD VILLAGE SWIM TEAM

HISTORY & PURPOSE

The Carrollwood Village Swim Team (CVST) is a year-round competitive swim program, which swims under the guidance of USA Swimming, Inc, is affiliated with the Carrollwood Country Club, through membership requirements and is affiliated with the Private Club League (PCL). The purpose of the CVST organization is to select, train, and develop swimmers of various ages and abilities, ranging from younger and beginning swimmers to nationally ranked senior competitors. While competition is important, the CVST Coaching Staff feels that self-discipline, sportsmanship, and the team camaraderie that swimming offers will be lifelong benefits to all participants.

CVST emerged as the top PCL team in the middle '70's before expanding to a year-round program and leaving the PCL. Now CVST is recognized as having one of the finest year-round programs in the State of Florida and has since rejoined the PCL. CVST is based out of the Carrollwood Country Club and all team members must also be members of the Club or grandchildren of Club members.

MISSION STATEMENT

CVST gives young people a chance to compete from local to national levels in competitive swimming while becoming excellent students and citizens for the future, all while providing a fun, safe, healthy, and positive environment allowing each child to grow, develop and excel through the values competitive swimming instills.

OBJECTIVES

The CVST program is designed by professional coaches interested in helping develop successful people as well as successful swimmers by:

- ❖ Providing safe opportunities for social and emotional development, as well as cultural and educational growth.
- ❖ Instilling an appreciation for the potential of high self-esteem, the value of hard work, and the importance of good sportsmanship.
- ❖ Providing a high level of instruction, training, and competition.
- ❖ Motivating young people to achieve the most from themselves, to be "the best they can be," to reach their full potential.

TEAM STRUCTURE

Placement of each swimmer depends mainly on practice ability, but other factors include attitude, attendance, desire to improve, age, emotional maturity, and space availability. Each swimmer will be placed in the practice group that the Coaching Staff see as appropriate for his or her current development.

BRONZE GROUP

Bronze Group is designed for young athletes that have progressed from swim lessons and can perform the basics of freestyle, backstroke, breaststroke & butterfly. This group focuses on developing all four strokes in a group setting. Graduation from Bronze Group prepares young athletes for Silver and Gold Group in the future.

Entry level criteria in this group is swimming unassisted 1 Lap of each Competitive Stroke. Young athletes must be able to float on their backs for safety purposes. Swimmers must be ready to have the level of enthusiasm needed to participate in a 60-minute practice.

Practice Schedule

Bronze Group will practice Monday through Friday from 5:30PM - 6:30PM

Expectations

Athletes are highly encouraged to attend meets.

Training Ratio: 100% Technique

Required Equipment

- Goggles
- Fins
- Kick board
- Water Bottle

SILVER GROUP

Silver Group is designed for young athletes that can confidently perform all four strokes. This group focuses on advancing technique in all four strokes, as well as fundamentals such as starts and turns that are needed for further progression in the sport. This group aims to prepare swimmers for the Gold, HP & Senior group in the future.

Entry level criteria for this group is legally swimming a 200 Freestyle, a 100 IM, and 3x50 of all four strokes on a 1:30 interval.

Athletes should also understand how to read the clock and understand basic intervals.

Swimmers must be ready to bring enthusiasm to a 60-minute practice each day.

Practice Schedule

Silver Group will practice Monday through Friday from 5:30PM - 6:30PM

Expectations

CVST Hosted Meet attendance is required. Travel Meet attendance is strongly encouraged.

Training Ratio: 90% Technique, 10% Work Required

Equipment

- Goggles
- Fins
- Kick board
- Pull Buoy
- Water Bottle

GOLD GROUP

The Gold Group is one of our highest performing and most dedicated groups of 14U athletes. Swimmers in this group should be aiming to be competitive at the Area 3 Level in multiple events, have specific goals in the sport, and embrace their role as leaders in the Age Group Program.

For athletes to be placed in Gold Group, they must be able to complete the following test set independently and legally in SCM.

- 5x100 Freestyle @ 1:50
- 3x100 IM @ 2:15
- 5x50 Kick with Board @ 1:15

Gold Group Athletes should be aiming for the opportunity to make it into Challenger Group. Athletes learn how to train and prepare for Senior level swimming in this group.

Placement in this group is for swimmers who should be able to participate in 90–120 minute practices.

Practice Schedule

There are 5 practices offered a week and athletes are expected to maintain 80% attendance. Athletes will also be expected to participate in an additional dryland program.

Gold Group will practice M-F 5:30PM – 7:00PM & Saturday Morning 8:00AM - 10:00AM.

Expectations

Athletes are expected to compete in every qualified meet on the team schedule and travel to their highest qualified season-ending championship meet. Athletes in this group should be prepared to make the jump to Senior Level Swimming from here.

Training Ratio: 50-75% Work, 25-50% Technique

Required Equipment

- Goggles
- Fins
- Center-mount snorkel
- Kick board
- Pull Buoy
- Water Bottle
- Mesh equipment bag
- Hand-paddles

CHALLENGER “HP” GROUP

The Challenger Group is our highest performing and most dedicated group of 14U athletes. Swimmers in this group should be aiming to be competitive at FLAGS in multiple events, have specific long-term goals in the sport, and embrace their role as leaders in the Age Group Program.

For athletes to be placed in Challenger Group, they must be able to complete the following test set independently and legally in SCM.

- 8x100 Freestyle @ 1:40
- 3x200 IM @ 3:45
- 5x100 Kick with Board @ 2:15
- FLAGS Cut(s) within past 2 Seasons

Athletes learn how to train and prepare for Senior level swimming in this group.

Placement in this group is for swimmers who should be able to participate in 120-minute practices.

Practice Schedule

There are 6 practices offered a week and athletes are expected to maintain 80% attendance. Athletes will also be expected to complete an additional dryland program.

Challenger “HP” group will practice M-F 5:30PM - 7:30PM & Saturday Morning 8:00AM - 10:00AM.

Expectations

Athletes are expected to compete in every qualified meet on the team schedule and travel to their highest qualified season-ending championship meet. Athletes in this group should be prepared to make the jump to Senior Level Swimming from here.

Training Ratio: 70-80% Work, 20-30% Technique

Required Equipment

- Goggles
- Fins
- Center-mount snorkel
- Kick board
- Pull Buoy
- Water Bottle
- Mesh equipment bag
- Hand-paddles

SENIOR GROUP

The senior group is the highest level we offer here at CVST. Our Senior program is offered to athletes 15 and older, and for those wishing to compete at the high school, Sectional, State, and National level. This group trains 6-9 practices a week depending on the time of year. A comprehensive strength and conditioning program will also be provided for all athletes in this group.

Practice Schedule

There are currently 6 practices offered per week and athletes are expected to maintain 80% attendance.

Senior Group will practice M-F 5:30PM - 7:30PM & Saturday Morning 8:00AM - 10:00AM. (These times are subject to change depending on time of year.)

Expectations

Athletes are expected to compete in every qualified meet on the team schedule and travel to their highest qualified season-ending championship meet.

Training Ratio: 70-80% Work, 20-30% Technique

Required Equipment

- Goggles
- Fins
- Center-mount snorkel
- Kick board
- Pull Buoy
- Water Bottle
- Mesh equipment bag
- Hand-paddles

SWIM YEAR

The CVST swim year is broken into three sessions of four months each as follows:

Fall - September through December

Winter - January through April

Summer - May through August

An occasional physical and mental break is appreciated by all of us involved in swimming - coaches, swimmers, and parents alike. There may be short breaks during the fall session at Christmas and Thanksgiving, and a longer break at the end of the summer session, some years depending on the calendar, there may also be a short break during the Winter Session.

All swimmers and parents are asked to remember that consistency cannot be emphasized enough. Consistency is extremely important in the amount of daily effort expended in workouts. We expect an occasional down day due to illness or other factors, but the best results come from consistent 100% effort.

We must assume that all swimmers on the team are here because they want to be. The motivation of the swimmer is greatly reflected in their attitudes and daily effort. We emphasize to the swimmers that what they put into the workouts, they will get out of them and eventually realize the benefits at the swim meet.

PRACTICE TARDINESS, DROP-OFF, and PICK-UP

There is nothing more disruptive to a coach and his workout organization than to have swimmers entering the workout late. Please do all that you can to be on time and in the water at the time the workout is scheduled to begin (swimmers who are late for practice may not be allowed to swim that day). Also, it is very important that parents are prompt when picking up their swimmer(s) after practices. The Coaching Staff is busy coaching and not available to chaperone and baby-sit. As a rule, swimmers should arrive at the pool no earlier than ten minutes prior to practice and should be picked up no later than ten minutes after practice.

ILLNESS AND INJURY

If a swimmer is ill or injured and cannot attend practices for more than a few days, it is his/her responsibility to inform their Coach. Notification by phone, text or email is appropriate. Swimmers who show up and are injured, sick or cannot swim will be sent home.

VACATION POLICY

Anyone planning a vacation is asked to notify the Coaching Staff of the dates in advance and in writing. This is a great help to the staff. All too often an entire family will disappear without notifying the Coaching Staff, and we naturally assume the swimmers have quit for some reason. Parents are asked to try to schedule around team and championship meets. **Please be sure to check all meet dates before scheduling vacations, especially the three major events hosted by CVST, the Sweetheart Meet (early February), the Boys & Girls Club National Swimming Championships (late March or early April), and the Tampa Bay Swim Classic (late May or early June). The exact dates of these meets are posted in the Event Schedule on the CVST web site.**

PARENTS AT WORKOUTS

To avoid distractions to the swimmers and Coaches while in practice, parents are not allowed on the wet deck during practices and parents should never try to talk to their children during practice without going through the Coaches first. Parents may observe practices from the east and or south ends of the pool. If you would like to discuss the progress of your child, please contact your child's Coach to set up an appointment. Meetings will be scheduled at a convenient time for the Coach and parents, but they will not take place during practices.

PARENT VOLUNTEERS

The success of any swim program depends greatly on the amount of parental help and number of volunteers. The team parent group often reflects the overall quality and level of standards maintained in a swimming organization such as CVST. There are many areas in which one can contribute his or her time and effort. There is always a need for timers, officials, etc., at swim meets. Activities must be well planned and organized; carpools must be formed; records must be maintained; fundraisers must be organized, etc. The list is endless. If you are interested in becoming more involved, please contact one of the Coaches, or any member of the CVST Swim Board.

CVST SWIM BOARD

CVST is a not-for profit 501(3)c organization. It is managed by a Board of Directors and governed under a set of By-Laws. The Board of Directors may serve as Officer positions and Officer positions may change from time to time, as the needs of the organization change. All board positions are voted in annually by CVST current membership, at the Annual Awards Banquet/General Meeting. However, they may also be appointed by the acting President and approved by a quorum of the Board of Directors until the annual vote is conducted. Refer to the CVST website for current Board of Directors and contact information.

A monthly board meeting is scheduled for the first Wednesday of every month at 7pm, in the TAC meeting room, unless otherwise noted. Board meetings are posted in the General Calendar on the CVST website. These meetings are open to the CVST current membership unless the President designates the meeting as Closed. Any agenda items must be submitted to the Secretary by email or text 24 hours in advance of the meeting. Currently there are 4 Officer positions, and these are held by the Board of Directors.

President

The President may call meetings of the Swim Board when he/she shall deem necessary, shall preside at all meetings of said Board and meetings of the Organization and generally shall perform such other duties as appertain to the office of the President.

Vice President

The Vice-President shall have the power to perform the duties of the President in his/her absence or inability to act and such other duties as are delegated to him/her by the President.

Secretary

The Secretary shall keep permanent records and the minutes of the Swim Board and Organization Meetings and keep a permanent attendance record. In addition, the Secretary shall prepare official correspondence as required in the conduct of the Organization's business.

Treasurer

The Treasurer shall receive all monies of the Organization and pay all bills including approved expense items by the Head Coach and supported with receipts, along with Meet Entry Fees. The Treasurer shall report at each meeting of the Swim Board regarding income, disbursements, and balance on hand. They shall, whenever required by the Swim Board, submit, and turn over to said Swim Board all monies, account books, papers, vouchers, and records of any kind, including bank and check books, pertaining to their office and shall turn over the same to their successors when elected. They shall submit to the Swim Board for approval the proposed budget for the year. They shall submit a final written report at the end of the year, which shall include, but not be limited to, in reasonable detail a record of income and disbursements for the year. They shall also be responsible for invoicing and account management of CVST membership for session dues, registration, swim shop expenses, meet entries, late fees, commitment fees and all other billable fees.

Optional Swim Board Committees, Chairs and their duties are specified below (when active).

The Meet Director(s), with the Coaching Staff and Home Meet Director(s), will plan and administer meets that CVST hosts, including dual and invitational meets, ensuring that all aspects of the meets are organized and planned.

The Home Meet Director(s) shall assist the Meet Director(s) performing what duties are delegated to him/her by the Meet Director(s). He/she will also run all smaller meets which are hosted by CVST at CCC.

The New Parent Liaison will help acclimatize new parents and families to the team. This person will host informational meetings and distribute information among other things.

The Alumni Liaison shall direct and oversee all communications with and activities for the CVST Alumni and assist all other Swim Board Members and Committee Chairpersons with activities involving Alumni.

The Swim Shop Director will work with Elsmore Swim Shop, the Coaching Staff and Board of Directors to ensure team gear, custom apparel and training equipment are available to members of CVST.

The Fund-Raising Director shall work with the Board of Directors and Coaching staff to coordinate events offered by the Program to raise funds.

The Advertising Director's responsibility is to organize and administer the Organizations Advertising Strategy for the year and, in conjunction with the Fundraising Director and Meet Director, organize and administer the Annual Team Sponsor Campaign, Sweetheart Meet, Tampa Bay Swim Classic and Boys & Girls Club National Championships Ad Campaigns for the year.

The Publicity Director will work with the Coaching Staff to gain publicity for the program and its members through all types of media.

The Hospitality Director will work with the Board of Directors and Coaching staff to arrange the Annual Awards Banquet, Halloween and Holiday parties, Family Nights and other social events offered within the organization.

The Masters Team Liaison will be responsible for communicating between the Board of Directors Swim and the Master's Program.

Anyone interested in getting more involved with the team is strongly encouraged to contact any Board of Directors.

CVST WEB SITE (www.CVST.org)

The CVST Web Site is the organization's primary information source. It is a comprehensive site including everything you will need to know about the program, from best times to meet information, from CVST's latest news to directions to meets and much more. It is also your source for your CVST Account Information, Billing, Swim Meet/Event Registration, and more.

CVST E-MAIL AND TEXT NOTIFICATIONS

The CVST E-mail is used when deemed necessary by the Head Coach or the Swim Board, to get CVST information out to all team families and others signed up for this service. All CVST Athletes Families are automatically signed up for this service through their CVST web site registration.

The REMIND App is used by the Coaching Staff for getting important urgent information out to the team on short notice. To sign-up for REMIND, use your cell phone, and send a text to 81010 and then text the message @cvstswim or you can access the link at <https://www.remind.com/join/cvstswim>

ONDECK – CVST WEB SITE MOBILE APPLICATION

OnDeck, the most revolutionary mobile swim team application for CVST members is ready for you to download now! Even better, OnDeck is Free!

TeamUnify (the provider of our Swim Team Management Software and website host) has a mobile application that will help you get more information about the swim team at your fingertips! OnDeck is a FREE Apple iOS application for any iPhone, iPod Touch, or iPad user and from the Droid Market. With OnDeck you'll be able to access an astonishing amount of team information and interact with your swimmer's results, standards, attendance and much more!

OnDeck is Easy to Install and Use. Here's how:

- Visit the Apple App Store from your Apple iOS device or the Market from your Droid device.

- Tap the "Search" menu item at the bottom of the screen.

- Type in OnDeck

- Tap on "OnDeck" [Don't Download "OnDeck" [You will not be able to sign-in] Install for Free

How to Sign-Into OnDeck:

- Launch OnDeck on your Apple iOS Device

- Fill in the Username and Password Field. Use your same credentials as our team website. Team Alias Field: Type in: flcvst

- Once you've filled in these fields tap the "Log In" button

- You'll be asked to Sync - Please do this. (Note: the first sync can take multiple minutes).

What does TeamUnify's OnDeck do?

- View Your Account & Swimmers

- Attendance history

- All meet results by swimmer

- Best times

- Upcoming swim meets.

- And more...

- Swim Meet Management [Time races and compare to all other swims]

- Easily compare race results to local, LSC, Y and National Time Standards

- View all Swim Meet Results for our team.

- Job Sign-Ups [View all events with Jobs and sign-up for those jobs]

- Full detailed Attendance Tracking reports for each child. [Selectable date ranges, distance swum plus more]

- View our Team News

- Splits Math Calculator [Interactive goal setting tool]

- And more...

You'll find lots of personalization options to make OnDeck uniquely yours.

Access OnDeck training and educational videos within our team website. Once you are logged in, locate these by going to "My Account" and then "My Tutorials". Select the Blue [HERE](#) link to launch the video player. To receive updates about the OnDeck software and Team Unify please become a fan of their Facebook page.

CVST SOCIAL MEDIA (Facebook, Twitter, Instagram)

CVST currently has three Social Media Outlets which are used by the team:

1. Facebook – www.Facebook.com/CarrollwoodVillageSwim is used to promote the team and get information out to members, alumni, supporters, and the public about CVST Swimming and what is happening with the team. The page is run by the CVST Coaching Staff.
2. Twitter – www.Twitter.com/CVSTSwimming is used to promote the team and get information out to members, alumni, supporters, and the public about CVST Swimming and what is happening with the team. The page is run by the CVST Coaching Staff.
3. Instagram – www.instagram/CVSTSwimming is used to promote the team and get information out to members, alumni, supporters, and the public about CVST Swimming and what is happening with the team. The page is run by the CVST Coaching Staff.

See CVST Electronic Communication Policy.

CVST TEAM FEED

CVST also has its own internal media feed, which can be used by registered CVST Members through OnDeck, our Team App or by CVST Team Members as well as Non-Members through the CVST Website. This is a primary form of information for the team, as well as friends of CVST.

OFFICIATING

Swimming Officials are usually parents of swimmers who enjoy the responsibility of working at a swim meet. Anyone willing to put in the time is usually capable of becoming an Official. There are Certified Officials, which are the people wearing white and running and controlling the meets. And there are the Officials that do not require certification, such as timers, runners, meet directors, etc.

The first step of officiating is usually timing. If you enjoy being on the deck and like meet participation, the next step is to become a Certified Stroke and Turn Judge. To do this, you must complete a stroke and turn course, which are currently available online, work as an apprentice under a Certified Official, and pass a written exam. The next level of officiating is the Starter. To become certified, you must attend a clinic, work as an apprentice Starter under a Certified Starter and pass a written exam. The Deck Referee and Meet Referee are the highest Certified Officials on deck and to attain these certifications, one must attend a clinic, work as an apprentice, and pass a written exam. Once an Official becomes certified in our LSC (Florida Swimming), they are qualified to apply for national certification and may then work in any USA Swimming meet in the country.

Please realize that according to the Florida Swimming Rule Book (223.4), Year-round teams (which were registered as of January 1 of the previous year) shall be required to have Certified Officials within its membership to host a meet.

0 - 50 Swimmers - 1 Certified Official
50 - 100 Swimmers - 2 Certified Officials (1 other than Stroke & Turn Judge)
100 - + Swimmers - 3 Certified Officials (2 other than Stroke & Turn Judge)

CVST INCENTIVES FOR CVST OFFICIALS

CVST parents who are/become Certified USA Swimming Officials and work the CVST Hosted Swim Meets as well as other swim meets that CVST attends during the swim year (September - August) may be eligible for up to a full session of dues, for one swimmer, rebated back to their CVST Account. Each September, after Officiating for a full CVST Swim Year, CVST Officials with swimmers on the team will be able to apply to the CVST Board for their Officials Rebate for the previous year. CVST also reimburses Officials expenses for USA Swimming Non-Athlete Membership and the required Background Checks when receipts are turned in.

How To Start the Process of Becoming a Swimming Official

1. Attend a Clinic by a CCI (certified clinic instructor – Rick Sheridan and Bob Griffiths from CVST are both CCI's) - SIGN IN! You can download a Stroke and Turn CLINIC packet from the Officials Forms Tab on FloridaSwimming.org
2. Do the Paperwork: One of these forms MUST be submitted prior to apprenticing on deck- Both can be found on the FloridaSwimming.org website under E-forms-Registration. Complete the Free USA 60-day Apprentice Form (This temporary one time Free 60-day apprentice membership complies with Safe Sport Regulations and is effective starting from the first day of apprenticing on deck. Before the expiration of the 60-day free membership, you would need to complete the current Non-Athlete Membership Form, pay the annual USA membership, and submit it to the FL Swim office.) OR you may want to skip that step and complete the USA/FL Non-Athlete Membership form and pay the membership fee now. (Save your receipts as CVST will reimburse you with receipts). Ask your clinic instructor for the best planning options for you! Help your CCI know how to advise you- Answer: What is your apprentice plan time frame? Are you apprenticing right away? Does your team pay for Officials membership? Completed the ST test online?...
3. Open a free USA Swimming account online and generate a Stroke & Turn/Timer Certification Test. Complete the Open Rulebook test with a passing score of 80% as you are already beginning your apprenticeship. Do not use your child's account or anyone else's- it should be your own username and password with your information, so you are credited with your completed requirements. This test is recommended to be started soon after the clinic (or can be done before) as it will help you become familiar with the technical rules and their location in the current year USA Swimming rulebook.
4. Apprentice on deck as soon as you complete a FL ST clinic! Apprentice Officials can sign in 1 hour prior to any session with the meet referee at any FL sanctioned Meet, attend the briefing, bring your apprentice form, and be assigned with a certified official mentor. (No apprenticing at State LSC Championships- sorry!)

5. Within 60 days of your first apprentice session on deck, complete USA membership (if you have not already) and submit to a Level 2 Background check and complete the free Athlete Protection Training seminar online. (Complete the open book ST Test if you are not finished.) NOTE: It is helpful and timely for you to complete these steps as you are going through your apprentice training of minimum 20 hours on deck with different mentors. Ask your area rep, clinic instructor or refer to your Clinic packet if you are unclear on any of the steps.
6. Learn about OTS, the Officials Tracking System OTS will show you your complete history, accomplishments, and contributions to the athletes of FL Swimming & beyond and serves as a record if you take your volunteer expenses off your taxes. More info on the OTS at USASwimming.org. Thank you for joining a great team of professional volunteer officials! Without you, the fast-growing sport and organization of swimming cannot be successful!

If you have any questions, please see Coach Chris.

CVST SWIM SHOP

The CVST Swim Shop can be accessed through the CVST website and is provided by Elsmore Swim Shop. Through the team's swim shop page, you can find team gear, equipment, and custom apparel. Custom apparel has specific ordering time frames; however, team gear (except personalized swim caps) and training equipment can be ordered at any time. Orders are paid for directly through the Elsmore site and are shipped directly to you.

Non-personalized CVST swim caps, both silicone and latex, are available through the coaching staff. Latex caps are \$7 each and silicone caps are \$10 each and will be billed to your CVST account. Other specialty items, such as mesh equipment bags and seasonal or meet related items may be made available throughout the year and can be purchased by cash, credit or check or billed to your CVST account.

CVST swimmers are required to have certain Training Equipment and Team Uniform Items for Swim Meets (see list of required equipment in the Training Equipment section of this handbook). Swimmers who do not have the required Training or Meet Equipment or Uniforms may be sent home from practice or a meet.

TRAINING EQUIPMENT (refer to Team Structure pages)

CVST TEAM UNIFORMS/SWIMSUITS

All Groups: Team Suit, Team Cap (if worn), Team T-Shirt (may be purchased through Team Store at cvst.org)

Required for Meets: CVST Team Suits, CVST Team T-Shirt or custom meet shirt, Team Cap (if worn)

Optional Items: Team backpack, warm-up suits, parka and custom apparel offered through CVST Swim Shop (Elsmore)

Tech Suits - Tech Suits may be worn by CVST swimmers for Championship Meets, with the permission of their Coach and other meets named by the CVST Coaching Staff in accordance with current USA Swimming Rules.

USA Swimming Tech Suit Rule for 12&Under Swimmers –

102.8.1F - No Technical Suits shall be worn by any 12 & Under USA Swimming athlete member in competition at any sanctioned, approved or observed meet. *[Effective September 1, 2020]*

(1) Exceptions to the foregoing restriction are only for Junior Nationals, U.S. Open, National Championships, and Olympic Trials.

(2) A Technical Suit is one that has the following components:

a. Any suit with any bonded or taped seams regardless of its fabric or silhouette; or

b. Any suit with woven fabric extending past the hips.

(Note: WOVEN FABRIC — A suit with woven fabric and sewn seams that does not extend below the hips is permitted.)

(Note: KNIT FABRIC — A suit with knit fabric and sewn seams not extending below the knees is permitted.)

TEAM PICTURES

From time to time, CVST may take a Team Picture. CVST swimmers are required to wear the CVST Uniform for the picture. Individual pictures may also be available at this time. All team members are strongly encouraged to participate in the Team Picture as this is the picture used in conjunction with the CVST Sponsorship Program.

ATHLETE PROTECTION

We believe that the experience of children and young athletes in all organized sports should be guided by what is best for the safe and healthy development of the young person. Young athletes who participate in organized sports activities have a unique opportunity for learning. It is essential that we are mindful of their physical, emotional, and developmental needs. We must also be particularly diligent in recognizing the unique vulnerabilities that are an inherent part of childhood. It is the responsibility of all adults to not only recognize these vulnerabilities, but to develop the knowledge and skills needed to create and maintain a safe and child-centered sports environment.

We recognize the important role that USA Swimming plays in providing leadership and creating an organizational culture that is focused on the safety and wellbeing of young people. The protection of children requires that all adults work together to support young athletes. As the child's first and enduring resource for safety, parents and guardians play a critical role in athlete protection. When parents participate, they can help educate other adults about the needs of the child and help prepare the child to participate in sports programs in a way that promotes safety, enjoyment, and learning. All CVST Parents will be required to sign a form stating they understand MAAPP 2.0 and will need to take the SafeSport for Parents Class.

Adults, including coaches, officials, staff, facility workers, volunteers, chaperones, and others who interact with children, are also in positions of great trust and influence. The ability to use this position of trust to support the wellbeing of children is critical. The overwhelming majority of these adults fulfill their roles in a positive and responsible manner. Nonetheless, we must also understand that a few adults may seek to use the trust and authority that comes with their access and status to take advantage of a child.

USA Swimming strives to continually improve the programs and services it offers to its members and among these some of the most important relate to the safeguards for protecting young athletes. Because we aspire to foster safe and positive environments within all our member clubs, we believe it is especially important to provide our member adult leaders with policies and best practice guidelines that help define elements of appropriate behavior and conduct.

Policies and Best Practice Guidelines for Athlete Protection

To provide a positive experience and a safe environment for athletes, all non-athlete adult members of USA Swimming should maintain professionalism and avoid any appearance of impropriety in their relationships with athletes. Coaches should recognize the influence, power, and position of trust they have with athletes and should use these only in an athlete's best interest.

This document provides specific mandatory policies and best practice guidelines that are strongly recommended.

Policies

The following Policies from the USA Swimming Code of Conduct are mandatory for all USA Swimming members.

Article 304

USA Swimming Code of Conduct

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

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

304.2 Any member or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct.

The following policies in the USA Swimming Code of Conduct Article 304 specifically pertain to Athlete Protection:

- 304.3.4 Violation of any of the Athlete Protection Policies set forth in Article 305
- 304.3.5 Conviction of imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges for (i) any felony, (ii) any offense involving use, possession, distribution, or intent to distribute illegal drugs or substances, (iii) any crime involving sexual misconduct, or (iv) any criminal offense against a minor.
- 304.3.6 Violation of the Sexual Misconduct Reporting Requirements set forth in Article 306.
- 304.3.7 Any sexual conduct, advance, or other inappropriate sexual oriented behavior or action directed towards an athlete by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such adult is a member or not). Any nonconsensual physical sexual conduct, or pattern of other sexual harassment in connection or incidental to a USA Swimming-related activity by any person participating in the affairs or activities of USA Swimming (Whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of USA Swimming.
- 304.3.12 Physical abuse of an athlete by any person who, in the context of swimming, is in a position of authority over that athlete.
- 304.3.17 Any other material and intentional act, conduct, or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, an LSC, or the sport of swimming.

The following policies related to Athlete Protection are mandatory components of the USA Swimming Code of Conduct:

Article 305 Athlete Protection Policies

- 305.1 Inappropriate touching between an athlete and an adult non-athlete member or Participating Non-Member (as defined in 401.1) is prohibited, including, but not limited to, excessive touching, hugging, kissing, sexually oriented behavior, sexually stimulating or otherwise inappropriate games, and having an athlete sit on a non-family member adult's lap.
- 305.2 Any rubdown or massage performed on an athlete by any adult member or participant. Non-Member, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional. Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.
- 305.3 Use of audio or visual recording, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.
- 305.4 Employees and volunteers of USA Swimming, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet.
- 305.5 Travel
- A Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that athlete).
- To clarify the intent of Article 305.5.A, the Board of Directors of USA Swimming, at its meeting on November 21, 2010, made the following interpretation:*
- For the purposes of Article 305.5.A, where an adult is registered both as a coach and an athlete member of USA Swimming, and is functioning primarily as a coach, he/she may share sleeping arrangements with another registered coach.*

- B Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
- C When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
- D Clubs and LSCs should develop their own travel policies. USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the club.

The following policies related to sexual misconduct reporting are mandatory components of the USA Swimming Code of Conduct:

Article 306 Sexual Misconduct Reporting Requirements

- 306.1 It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.7 to USA Swimming's Athlete Protection Officer. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.
- 306.2 No member shall retaliate against any individual who has made a good faith report under.
- 306.3 False reporting of sexual misconduct made in bad faith is prohibited.
- 306.4 Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

You can report one of two ways to the U.S Center for SafeSport:

1. Online at www.uscenterforsafesport.org/reportaconcern
2. Via phone at (720)531-0340

Best Practice Guidelines

The following Best Practice Guidelines are strongly recommended for all USA Swimming members.

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Two-deep Leadership: One coach member and at least one other adult who is not in the water should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.
4. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
5. Coaches should not invite or have an athlete(s) come to their home without the permission of the athlete's parents (or legal guardian).
6. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
7. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete unless prior parental permission is obtained.
8. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are aged 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are aged 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
9. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
10. Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.
11. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.
12. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
13. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
14. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs, and handshakes.
15. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.

16. Coaches should not engage in sexual intimacies with a former athlete for at least two years after the cessation or termination of professional services.

Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after the two years following cessation or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation, considering all relevant factors, including:

1. The amount of time that has passed since the coach-athlete relationship terminated.
2. The circumstances of termination.
3. The athlete's personal history.
4. The athlete's current mental status.
5. The likelihood of adverse impact on the athlete and others; and
6. Any statements or actions made by the coach during the athlete-coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.
7. Both the athlete and the coach must be 18 years of age or older.

USA SWIMMING SAFE SPORT FOR PARENTS

The USA Swimming Safe Sport program offers FREE parent education for our membership. The course is online and takes about 45 minutes to complete. We have had overwhelmingly positive reviews from those who have taken it but there are many more parents out there who this important information should have – so all CVST parents are required to take the class. We are all responsible for making sure our children are safe in swimming!

USA Swimming Safe Sport for Parents Link: <https://www.usaswimming.org/articles-landing-page/2017/02/16/safe-sport-for-parents>

MAAPP – MINOR ATHLETE ABUSE PREVENTION POLICY

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 1. 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.

2. Meetings

- i. 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.
- ii. 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.
- iii. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

3. 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:

- i. The door remains unlocked.
- ii. Another adult is present at the facility.

- iii. The other adult is advised that a closed-door meeting is occurring and
- iv. 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.

3. 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.

4.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

1. Content

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

2. 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.

3. 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.

4. 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.

5. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed 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

1. 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.

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

2. 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.
- c. 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 shares 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.

- d. 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

1. **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)
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

1. **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.).
2. **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.
3. **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.** Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done during care according to the physician's treatment plan.

CVST PRACTICE RULES

General Practice Rules:

- 1 Remember that we are guests of the facility we are using. Act accordingly:
 - No running
 - No balls allowed on the deck, in the locker rooms, or in the parking lots.
 - Stay out of the bushes and off the walls.
 - No food allowed in the locker rooms.
 - Always be on your best behavior.
- 2 Ensure your required practice equipment is with you every day.
- 3 Put your name on your equipment. You are responsible to have your own equipment at every practice.
- 4 Do not get in the water until your Coach tells you to. Wait patiently for practice to begin.
- 5 Swim Caps with other local swim team logos are not permitted to be worn at CVST practices.
- 6 Enter and exit the pool area from the assigned entrance. Practices are closed to all spectators unless the Coaching Staff grants prior permission.
- 7 Notify the Coaching Staff if you are going to miss multiple practices by phone, text or email.
- 8 All swimmers must remain inside the pool area from the time they are dropped off for practice, until their guardians arrive to pick them up after practice. Guardians should drop swimmers off no earlier than 10 minutes before practice and should pick them up no later than 10 minutes after practice.
- 9 Check your CVST Mailbox and the CVST Web Site regularly for important team information.
- 10 Swimmers are not permitted in the Pool Office.
- 11 Practice Rules:
 - Be ready to start practice on time with suits, caps, goggles, and equipment.
 - Pay attention to your coach. Allow others to pay attention too.
 - Help your teammates.
 - If you have a question, ask your Coach.
 - Ask permission if you must leave the pool for any reason (bathroom, water fountain, etc.).
 - Swim all strokes legally and do all turns properly.
 - Do not stop or interfere with your teammates during sets.
 - Pick up after yourself (i.e., equipment, water bottles, trash)

If there are any questions or don't feel you can abide by these rules, see your Coach immediately!

CVST TRAVEL POLICIES

Introduction

As part of USA Swimming's athlete protection efforts, USA Swimming rules now require clubs to have published policies for team travel. Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club. All team members, team staff, and parents of minors are apprised in writing of these Travel Policies through the CVST Team Handbook. CVST Membership constitutes unconditional agreement to comply with the stipulations of all CVST Travel Policies.

Team Travel Policies

Section 1 - USA Swimming Required Policies

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

- a) Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete.
(Unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d) When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2 – Additional CVST Policies

- a) During team travel, when doing room checks, attending team meetings and/or other activities, two -deep leadership and open and observable environments should be maintained.
- b) Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete unless prior parental permission is obtained.
- c) During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are aged 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are aged 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d) When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e) To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms at any time (unless the other athlete is a sibling or spouse of that athlete).
- f) A copy of the CVST, FS & USAS Athlete Code of Conduct are all in the CVST Handbook and CVST Membership constitutes unconditional agreement to comply with the stipulations of all three documents.
- g) A copy of the CVST Parent Code of Conduct must be signed by any Parent acting as chaperone or manager.
- h) Team officials should obtain a signed Liability Release and/or Indemnification Form for each i) athlete.
- j) Team officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- k) Curfews shall be established by the coaching staff each day of the trip.
- l) Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- m) The directions & decisions of coaches/chaperones are final.
- n) Swimmers are expected to always remain with the team during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the head coach or his/her designee.

- o) When visiting public places such as shopping malls, movie theatres, etc., swimmers will stay in groups of no less than three people. 12 & Under athletes will be accompanied by a chaperone.
- p) The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the CVST Board of Directors and the parent or legal guardian of any affected minor athlete.

Section 3 – CVST Honor Code Policies

Safety

- a) Additional guidelines will be established as needed by the coaching staff.
- b) Respect the privacy of each other.
- c) Must wear seat belts while in vehicles.

Behavior

- a) Be quiet and respect the rights of teammates and others in the hotel.
- b) Be prompt and on time.
- c) Respect travel vehicles
- d) Adhere to travel dress code.
- e) Use appropriate behavior in public facilities.
- f) Meet all curfews.
- g) The needs and well-being of the team come first.

Financial

- a) No room service without permission of the head coach or his/her designee
- b) No calls from hotel phone without permission of the head coach or his/her designee
- c) No movie or game rental without permission of the head coach or his/her designee
- d) Swimmers are responsible for all incidental charges.
- e) Swimmers are responsible for any damage or thievery at a hotel.
- f) Swimmers must participate in contracted group meals.

General

- a) The head coach will set trip eligibility requirements.
- b) The head coach will establish age guidelines for travel trips.
- c) Parent(s) are responsible for getting swimmer(s) to stated departure point and from stated pick-up point.

CVST CODE OF CONDUCT/HONOR CODE

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct, the attached USA Swimming Code of Conduct, and the attached Florida Swimming Code of Conduct through the CVST Team Handbook. These codes are in effect throughout all swimmers' membership with the Carrollwood Village Swim Team. Some of the items refer specifically to team travel but are in no way limited to travel alone. CVST Membership constitutes an unconditional agreement to comply with the stipulations of all three documents.

- a) All Swimmers will maintain a positive mental attitude regarding practice, meets and the team, and **never** interfere with the progress of another swimmer, during practice or otherwise.
- b) Team members will always display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors, and the public.
- c) Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- d) The possession or use of alcohol or tobacco products by any athlete is prohibited.
- e) The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- f) Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the CVST program. Athlete behavior must positively reflect the high standards of the Carrollwood Village Swim Team.
- g) Be a contributive member of the team and make every effort to maintain a good rapport with fellow teammates.
- h) Adhere to the requirements of all CVST Attendance Policies to the best of one's ability and in the case of a conflict communicate with the coaching staff prior to the practice or practices affected.
- i) Swimmers are to refrain from inappropriate physical contact at team activities and events.
- j) Swimmers are to refrain from using inappropriate language.
- k) No "deck" changes are permitted. Athletes are expected to use the available change facilities.
- l) All members of CVST shall continue to protect and improve the excellent reputation the team has throughout the state and country.
- m) Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - If on a team trip, dismissal from the trip and immediate return home at the athlete's expense
 - If at a meet, disqualification from one or more events, or all events of competition
 - i. Disqualification from future team travel meets.
 - ii. Financial penalties
 - iii. Probation periods with the team
 - iv. Suspension or dismissal from the team
 - v. Proceedings for a LSC, Zone or USA Swimming Board of Review
- n) If a swimmer has any problems or disagreements with the CVST Program, they will relate them to the Coaching Staff in order that they will not become a negative influence on oneself or one's teammates.

As a member of the Carrollwood Village Swim Team, a swimmer must fully realize the responsibility of their commitment to the team and to the adherence of the above Code of Conduct. The swimmer must also understand that any violation of this Code of Conduct is grounds for suspension and/or dismissal from the team.

CVST PARENTS CODE OF ETHICS

I hereby pledge to provide positive support, care and encouragement for my child/children participating on the Carrollwood Village Swim Team by following this code of ethics.

I will encourage good sportsmanship by demonstrating positive support for all swimmers, coaches, and officials, at every meet, practice, or other youth sport event.

I will place the emotional and physical well-being of my child/children ahead of any personal desire to win.

I will insist that my child/children participate in a safe and healthy environment.

I will provide support for coaches and officials working with my child/children to provide a positive enjoyable experience for all.

I will demand a drug, alcohol, and tobacco-free sports environment for my child/children and agree to assist by refraining from their use, within the immediate activity area, at all youth sports events.

I will remember that age group swimming is for children and not for adults.

I will do my very best to make age group swimming fun for my child/children.

I will ask my child/children to treat other swimmers, coaches, spectators, and officials with respect regardless of race, sex, creed, or ability.

I promise to help my child/children enjoy the swimming experience within my personal constraints by assisting with the CVST Board of Directors, CVST Volunteers, being a respectful spectator, providing transportation or whatever I am capable of doing.

I will adhere to all Carrollwood Country Club, USA Swimming and CVST Rules and Regulations.

I will keep my account information updated and fees current each month.

I will abide by all CVST Family and Fundraising Commitments as described in the CVST Registration Information Packet.

I will understand and sign all required forms including but not limited to MAAPP.

I will keep current with SafeSport and complete the Safe Sport for Parents Course.

FLORIDA SWIMMING CODE OF CONDUCT

For any event is held under the sanction of USA Swimming and Florida Swimming, the athletes, officials, coaches, volunteers, parents, and spectators attending shall conduct themselves within the rules of these organizations, including Article 304 of the Rules and Regulations of USA Swimming – Code of Conduct. The guidelines listed below, which are not intended to be exhaustive, shall be adhered to at all meets in Florida Swimming.

Expectations:

Respect for all persons and property.
Respect for facilities and equipment.
Respect for all staff, volunteers, and officials.
Adherence to the rules and regulations of the venue in which the event is held.

The following are strictly prohibited:

Cursing, swearing, racial remarks or any other form of verbal abuse.
Fighting or any other form of physical abuse.
Use or possession of non-prescription controlled substances or intoxicants.
Use or possession of any weapons.
Use of tobacco products.

Authority: USA Swimming has the following among its Codes of Conduct:

It is a violation of the USA Swimming Code of Conduct if there is any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official, and which is related to any decision made by such official in connection with a USA Swimming competition.

304.2.15 It is a violation of the USA Swimming Code of Conduct if there is any other act, conduct or omission which is detrimental to the image or reputation of USA Swimming or the sport of swimming.

Florida Swimming, the sanctioning agent of USA Swimming, has the following rule:

Section 239.2-

Any individual displaying unsportsmanlike or disrespectful conduct in violation of the Florida Swimming Code of Conduct at a sanctioned or approved competition may first be warned, along with the Coach of Record for the team that individual represents, by the Referee or by Meet Management to cease such conduct. If the conduct is serious, or continues after the warning, the individual may be ejected from the pool deck and the venue. Ejection is at the discretion of the Meet Manager/Director or the Meet Referee.

In addition to ejection, the Meet Manager or Meet Referee shall report the incident in writing to the FS General Chair and the FS Executive Director, within 7 days of the incident. After such report, the team with whom the person ejected is associated shall be fined as follows:

- 1st ejection assessed to a team in any 12-month contiguous period--\$100
- 2nd ejection assessed to a team in any 12-month contiguous period--\$250
- 3rd ejection assessed to a team in any 12-month contiguous period--\$1000

Any further incidents in a 12-month contiguous period shall result in the team being suspended from competition at any FS sanctioned or approved meets for a period of 75 days from the date of the incident.

CVST Note: Any fines incurred by a CVST Athlete or Parent will be the responsibility of the individual(s) involved in the incident. Those involved are also subject to all CVST Team Rules and Policies.

USA SWIMMING CODE OF CONDUCT

ARTICLE 304 - CODE OF CONDUCT

304.1

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

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

304.2

Any member or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets, or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct.

304.3

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

1. Violation of the right to compete provisions set forth in 301.1 through 301.4.
2. Violation of the anti-doping provisions set forth in 303.3 or 303.4.
3. Discrimination in violation of Part Five of the USA Swimming Corporate Bylaws or any other section of the USA Swimming Rules and Regulations, or in violation of Section 201(b)(6) of the Amateur Sports Act which requires that USA Swimming must provide: "an equal opportunity to amateur athletes; coaches, trainers, managers, administrators, and officials to participate in amateur athletic competition, without discrimination on the basis of race, color, religion, age, gender, or national origin".
4. Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution, or intent to distribute illegal drugs or substances, or (iii) any crime involving sexual misconduct.
5. Any sexual conduct, advance or other inappropriate sexually oriented behavior or action directed towards an athlete by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such adult is a member or not). Any nonconsensual physical sexual conduct, or pattern of unwelcome advances or other sexual harassment in connection with or incidental to a USA Swimming-related activity by any person participating in the affairs or activities of USA Swimming (whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of USA Swimming.
6. The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.
7. The use of illegal drugs in the presence of an athlete, by a coach, official, trainer of, or a person who, in the context of swimming, is in a position of authority over, that athlete.
8. The providing of alcohol to an athlete by a coach, official, trainer, manager, or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.
9. The abuse of alcohol in the presence of an athlete under the age of 18, by a coach, official, trainer of, or a person who, in the context of swimming, is in a position of authority over that athlete.
10. Physical abuse of an athlete by any person who, in the context of swimming, is in a position of authority over that athlete.
11. Any act of fraud, deception, or dishonesty in connection with any USA Swimming-related activity.
12. Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official, and which is related to any decision made by such official in connection with a USA Swimming-sanctioned competition.

13. Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative.
General advertising includes any information that is:
 - a. Distributed to an identifiable general population where there is a reasonable expectation that most of that population are not current members of USA Swimming, or
 - b. Placed in or on any item that is sold.In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.
14. Violation of any team misconduct rule as established by the USOC, USA Swimming, any Zone or LSC team authority.
15. Any other material and intentional act, conduct, or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, a LSC or the sport of swimming.

CVST LOCKER ROOM MONITORING 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 the Carrollwood Country Club TAC.

This location has locker room facilities that are shared with the Club's general membership. As such, there are likely to be people who are not associated with the Carrollwood Village Swim Team (CVST) in the changing area around the times of practices.

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/or 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.

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 that athlete.

It is not practical to consistently monitor locker rooms and changing areas during the practice hours. While we do not post anyone inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. These sweeps are conducted with women checking on female locker rooms, and men checking on male locker rooms.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other recording devices increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit 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.*

CVST BULLYING POLICY

PURPOSE

Bullying of any kind is unacceptable to Carrollwood Village Swim Team (CVST) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. CVST 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 or Board Member Or athlete/mentor.

Objectives of CVST's Bullying Policy and Action Plan:

1. To make it clear that CVST 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 Carrollwood Village Swim Team 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 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 members 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, or other designated individual.
- Write a letter or email to the Club Coach, Board Member, or other designated individual.
- Make a report to the USA Swimming Safe Sport staff.

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

HOW WE HANDLE BULLYING

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

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

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE KIDS INVOLVED using the following approach:

FINDING OUT WHAT HAPPENED

1. First, we get the facts.
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the USA Swimming definition of bullying.
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - 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 the kids involved.
3. Support the kids who are being bullies
 - 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:
 - 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.
 - Develop a game plan. Maintain open communication between CVST and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - 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 a problem.
 - c. Work with the child to understand some of the reasons he or she is bullied. For example:
 - Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
 - Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may need additional support.
 - 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:
 - Write a letter apologizing to the athlete who was bullied.
 - Do a good deed for the person who was bullied, for CVST, or for others in your community.
 - Clean up, repair, or pay for any property they damaged.
 - e. Avoid strategies that don't work or have negative consequences:
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.
5. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who is 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.

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.
- d. else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
- e. Set a good example by not bullying others.
- f. 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.

CVST SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

Private electronic communications between an Applicable Adult and a minor athlete present an opportunity for the Applicable Adult to initiate grooming behaviors that may lead to abuse. Just as one-on-one interactions between an Applicable Adult and a minor athlete must be observable and interruptible, any communications between an Applicable Adult and a minor athlete should be open, transparent.

Additionally, electronic communications between an Applicable Adult and a minor athlete must involve the minor’s legal guardian and take place during reasonable hours.

Before MAAPP, USA Swimming rules required every team to establish a social media/electronic communication policy. This section of MAAPP replaces that requirement. Members will note that this section of the MAAPP is similar to the USA Swimming’s previous Model Policy on Electronic Communication and published Best Practice Guidelines.

CELL PHONES & ELECTRONIC COMMUNICATION DEVICES AT CVST PRACTICE

Swimmers are not permitted to have Cell Phones at practices. In the case of an emergency, a parent or guardian can call the TAC Front Desk to get a message to the Coaching Staff or a swimmer may use the phone at the front desk to call a parent or guardian. During practices, cell phones are to be left secured in their personal belongings away from the practice area.

CVST TEAM PROPERTY POLICY

CVST Team property is just that, the property of the Carrollwood Village Swim Team. This property is not available to be loaned out. Some of the property may be available for rental (i.e., The Timing System). See Head Coach for this information. Items such as Team Tents are available for use by team members at team swim meets and other functions. It is the responsibility of the CVST parents to get these tents and or other items to and from any away meets/events. Please see the Head Coach to arrange pick up and drop off these items.

CVST GRIEVANCE POLICY/PROCEDURE

The Carrollwood Village Swim Team Grievance Policy outlines guidance and procedures to give swimmers, parents, coaches, Club leadership, and employees a way to address and report grievances in a productive, systematic way that allows the appropriate parties to investigate and intervene and take disciplinary action when needed.

There are occasions when a problem arises in a club, for example fighting or bullying, where immediate action is required. A temporary suspension or exclusion from a single training session can be given by the coaches. A report should then be made, within 24 hours, to the Board president, who then should report back to the board, who should follow the procedures outlined below.

Except for issues that immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session and coaches should not be expected to deal with issues during water time.

If your concern relates to inappropriate behavior or activity that includes but is not limited to the following:

- Criminal activity
- Use, sale, or distribution of illegal drugs
- Physical abuse
- Inappropriate touching
- Coaches sharing hotel rooms with athletes.
- Rubdowns or massages performed by coaches.
- Pictures and or videos taken in locker rooms or changing areas.
- Violations of USA Swimming's Minor Athlete Abuse Prevention Policy (MAAPP)

Please report the incident immediately to SafeSport.

Anonymous reporting can be completed <https://fs22.formsite.com/usaswimming/form10/index.html>

If your concern relates to sexual misconduct, sexual harassment, or sexually explicit communication through any media, please contact the U.S Center for SafeSport to make a report immediately. You can report your concern online or call 720-524-5640. More information can be found at www.uscenterforsafesport.org.

TYPES OF GRIEVANCES

1. Swimmer conduct
2. Assistant or Age Group Coach Conduct
3. Head Coach Conduct
4. Employee Conduct (non-swim team employees)
5. Board of Director Member Conduct
6. USA Swim Official or swim team parent conduct

WHOM TO NOTIFY OF A GRIEVANCE (The Grievance Chain-of-Command)

Regarding the Conduct of a Swimmer - Contact the swimmer's coach

Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the Athlete Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure that the CVST Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Age Group Coach - Contact the Head Coach

Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the CVST Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding Conduct of Head Coach – Notify Any CVST Board Member

Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the any member of the Board of Directors of this violation. This complaint should be made in person or in writing. If the President is not immediately available, If this complaint is presented to any member of the Board of Directors other than the President, notification must be made in writing to the President within 24 hours. This complaint will be subject to review and discussion by the full Board of Directors.

Regarding Board of Director Member Conduct - Notify the CVST Board President.

Should a parent or swimmer feel a director's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Board President of this violation in person or in writing. If the Board President is the Director whose conduct is in question, the Board Vice President should be notified in writing or in person *instead of* the Board President. This complaint will be reviewed and discussed by the full Board of Directors.

Regarding Parent or Swim Official Conduct - Notify the Head Coach and Board President

Should a parent, swimmer or coach feel one of CVST parent's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer/coach should notify the Head Coach and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors.

HOW GRIEVANCES WILL BE HANDLED

The Board of Directors have the authority to impose penalties for infractions of the CVST Athlete, Parent and Coaches Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. The consequences are at the sole discretion of the coaches and/or CVST Board of Directors and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, and expulsion. USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

1. Gathering Information: The appropriate individuals will reach out to the person who filed the grievance and the person against whom the grievance is being filed to ask questions about what happened. Other witnesses may be contacted for more information, as well. All information will be recorded on the CVST Incident Report form.
2. Assessing Behavior: The behavior of the person(s) against which the grievance was brought will be assessed using Club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, and applicable local and state laws. The Florida Swimming Safe Sport Chairperson will be notified of the incident.
3. Consequences will be given, and disciplinary action will be taken if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:
 - a. Nature of the misconduct
 - b. Severity of the misconduct
 - c. Prior disciplinary actions
 - d. Adverse effect of the misconduct
 - e. Application of the Code of Conduct

GOAL SETTING & AWARDS

OBJECTIVE

To motivate each swimmer, regardless of age or ability, towards personal improvement.

HOW GOALS ARE SET

Goals are set by the swimmer and their Coach based on where they would like to be at a given point in the future, i.e., next meet, end of season, end of year, etc. Goals are times, practice attendance, stroke improvement, etc. Coaches also talk about goals in academics, as well as other activities away from the pool.

SWIMMER OF THE MONTH

When this program is in place, at the end of each month, one member of the team may be selected as the CVST Swimmer of the Month. The coaching staff is responsible for selecting this award winner. The award is based on that swimmer's meet performance, practice performance and practice attendance for the month.

The following formula will be used:

(# of Best Swims during the month = 50%) + (the % of Best Swims for the month = 25%) + (the % of Best Times for the month = 25%). In the case of a tie the total time dropped for the month will break the tie.

The Swimmer of the Month will be announced through CVST's Team Feed and social media platforms. Each SOM may also receive recognition of the accomplishment at the Annual Banquet. The award winner must be a member in good standing at the time of the award.

TEAM AWARDS

At the end of each swim year, which runs from September through the following August, the CVST Swim Board and the CVST Coaching Staff may or may not present the following awards. These awards are presented at the CVST Annual Awards Banquet which is usually held in late August or early September. The criteria for each award are as follows:

MOST VALUABLE

Awarded to a male and female swimmer from each practice group. The swimmers must be an active, dues-paying member of CVST before being considered for the award and swimming at the time of the banquet (Exception: A College/Post Grad Senior does not have to be swimming at the time of the banquet). He/she must have been in the practice group for which he/she is being considered, as of March 1st of the current swim year. The award is based on the most points scored. The actual amount of time dropped, and practice attendance will be used to break a tie. These criteria may be amended at any time by the CVST Swim Board with the approval of the Head Coach.

MOST IMPROVED

Awarded to a male and female swimmer from each practice group. The swimmers must be an active, dues-paying member of CVST before being considered for the award and swimming at the time of the banquet (Exception: A College/Post Grad Senior does not have to be swimming at the time of the banquet). He/she must have been in the practice group for which he/she is being considered, as of March 1st of the current swim year. The award is based on the total amount of time dropped for the year. The swimmer's meet performances and practice attendance will be used to break a tie. The Most Valuable Boy/Girl for the age group is not eligible for this award. These criteria may be amended at any time by the CVST Swim Board with the approval of the Head Coach.

BEST ATTENDANCE AWARDS

Annual Awards: The swimmer or swimmers in each practice group (male & female combined) who has the best practice attendance record for the swim year beginning with the first day of practice in the fall session. He/she must have been in the age group for which he/she is being considered, as of March 1st of the current swim year. In the case of a tie, duplicate awards will be presented. These criteria may be amended at any time by the CVST Swim Board with the approval of the Head Coach.

HIGH POINT AWARDS

The swimmer must be an active, dues-paying member of CVST before being considered for the award and swimming at the time of the banquet (Exception: A College/Post Grad Senior does not have to be swimming at the time of the banquet). This award is given to the swimmer who has accumulated the highest number of points in LSC Championship Meets or higher over the swim year. The point totals are based on each meet's individual point system for individual events USA-S approved meets such as the High School state meet may be used. These criteria may be amended at any time by the CVST Swim Board with the approval of the Head Coach.

JIM KELLY AWARD

When presented, the swimmer must be an active, dues-paying member of CVST before being considered for the award and swimming at the time of the banquet (Exception: A College/Post Grad Senior does not have to be swimming at the time of the banquet). This award is generally given to a senior-level swimmer and to the person that exemplifies what the Head Coach feels is a role model to the rest of the team. This award is not necessarily presented every year. These criteria may be amended at any time by the CVST Swim Board with the approval of the Head Coach. The swimmer will have their name placed on a perpetual plaque located on the wall next to the pool.

CVST TEAM GIFTS

Annual Awards Celebration - Each year, at the Annual Awards Celebration, the CVST Swim Board and the Coaching Staff may present all current members of the Team with a special gift, usually something team related. Swimmers also receive special certificates listing the amount of time they have dropped in all events combined for the entire swim-year. These criteria may be amended at any time by the CVST Swim Board with the approval of the Head Coach.

INFORMATION CONCERNING COMPETITIVE SWIMMING

WHY SWIM COMPETITIVELY?

Both parents and swimmers frequently ask the questions: "Why swim competitively?" Or "Why should I swim when there are so many better than I?" There are several answers.

The CVST program has much to offer beyond the challenge of competition and the inherent physical and mental benefits. Friendship, companionship, and a sense of "belonging" all accrue to the CVST swimmer.

A CVST team member is generally a good student. The necessity to learn efficiency in action, economy in motion and prompt and accurate scheduling all tend to discipline a swimmer to good study habits and intensive concentration in school and in life beyond swimming.

Our philosophy is to develop each child to his maximum potential and to provide the best possible competitive experience for each member of the team at his or her own ability level.

AGE GROUP SWIMMING

Age group swimming was designed to be "a means to an end" and in no way "an end in itself." The goal or end is National and or Collegiate swimming. Age groups are 8 & under, 10 & under, 11-12, 13-14, and either 15-16, 17-18 or 15-18 and Senior/Open. Age group swimmers should be taught by the parent and led by the coach in how to accept victory as well as defeat. We are hopefully developing a child's patience, self-confidence, loyalty, self-discipline, and the ability to work and associate with other people.

The young swimmer should be allowed to act like a child and have free time to play. We should not discourage our younger swimmers from participating in other activities. Also, the swimmer should attend practice on his or her own accord. If they're tired of practice or start losing interest, contact the Coaching Staff and discuss it, maybe they need a change of routine or more variety in practice. Much of the time though, just having a Coach/swimmer conference does the trick.

SENIOR SWIMMING

When a swimmer moves into Senior swimming, they know that if they work hard, they will get the best results from their efforts--that of swimming fast. Each swimmer should reach a point when they decide (not the parents) how much he/she really wants to put into swimming.

USA SWIMMING SAFETY NOTICE TO PARENTS

To avoid the risk of serious injury, no swimmer who has not been properly trained should attempt to perform a racing start, from either a starting block or the side of the pool, into less than six feet of water.

USA Swimming has implemented a racing start certification program where a swimmer's coach documents his or her professional judgment that a swimmer has demonstrated sufficient skills to safely perform a racing start into four feet of water.

Although somewhat unusual, swimmers do not always participate in swimming competitions under the supervision of a certified coach. It is the parents' responsibility to make sure the swimmer does not attempt to make a racing start in less than six feet of water if the swimmer has not been properly certified by the swimmer's coach to do so.

SENIOR - ATTENDANCE POLICY

To be eligible to participate in a senior level meet, team trip, USA Swimming/Florida Swimming/CVST training camp, etc., a swimmer in the Senior practice group, must have an average swim practice attendance of 88% or better for the current season or the current year's attendance. A swimmer in the Gold or Challenger practice groups must have an average swim practice attendance of 82% or better for the current season or the current year's attendance. This percentage will be taken from senior, gold and challenger practices including those held on holidays, school breaks, selected meets and other CVST related functions (i.e., working Friday Night at the Races) as announced by the Coaching Staff.

Senior level meets include, but are not limited to, any meet the senior team travels to as a group, Florida Swimming Senior Championships, Sectionals, Zone Championships, US Open, Senior Nationals and any other meet so named by the Coaching Staff.

Appeals to a swimmer's eligibility will be reviewed on an individual basis with the Head Coach and that individual.

MEET POLICY FOR HIGH SCHOOL SWIMMERS

High School swimmers will be allowed to swim in meets, if they meet the practice attendance requirements as outlined at the beginning of the season by the CVST Head Coach.

Swimmers are responsible for maintaining this mutually agreed upon practice schedule. If attendance falls below 88% of the mutually agreed upon requirements, the swimmer will not be permitted to swim in the meet and that swimmer will be responsible for all entry fees incurred by entering the meet.

MORNING PRACTICE POLICY

A morning practice schedule may be established to accommodate school or team demands. Swimmers wishing to attend the Morning Practices (Swimming or Weights) are welcome to do so if the following criteria are met.

1. Each swimmer must receive approval from the Head Coach prior to attending morning practice.
2. If the swimmer misses approved morning practice, more than 3 practices a session, the swimmer will no longer be permitted to participate in morning practice for the remainder of the session.

MEET INFORMATION

We strongly recommend that a swimmer attend all meets scheduled for his ability. The Coaching Staff selects the meets the team will attend and publishes a copy of the meet schedule on the CVST Web Site. The schedule is updated as soon as possible but sometimes meets are canceled or added due to late sanctions of meets. Where possible, all meets throughout a season will be used as stepping-stones to a successful Championship Season at the end of each session.

A swimmer will not be permitted to enter a meet if they have not met the qualifying standards established for that meet.

MEET ENTRY POLICY/PROCEDURE

Swimmers will only be able to enter swim meets if their account balances are up to date and less than 30 days past due.

NON-CVST HOSTED MEETS

The procedure for the entry policy works as follows: Information on a given meet will be posted on the CVST Web Site with a CVST Sign-up Deadline. It will then be the responsibility of the Parent/Swimmer to sign-up for the meet on the web site prior to the posted CVST Sign-up Deadline, if the deadline is not met, the swimmer will not be entered in that meet. If a swimmer is not entered and the Meet Entry Deadline has not passed and the host team is still taking entries, that swimmer may be entered in the meet, but will be charged a Late Entry Fee of \$15.00. In the event a meet is cancelled, postponed, or rescheduled, it is the responsibility of the swimmer or the swimmer's parents to notify the Coaching Staff of that swimmer's intentions of swimming in the rescheduled meet. This must be done by the Monday immediately following the originally scheduled meet. It is the Meet's Host Club that will decide on any refunds that may be given.

Signing up to swim in a meet on the web site does not mean that the swimmer will be entered in that meet. ***Swimmers are always entered in meets at the discretion of the Coaching Staff, and the final decision on events swum in meets is also at the discretion of the Coaching Staff.*** Once meet entries have been completed, they will have uploaded to the CVST Website. It is the responsibility of the swimmer and his/her parents to check the entries on-line, prior to the meet's entry deadline, for any mistakes and or omissions, and to also notify the Coaching Staff prior to the entry deadline if there are any.

CVST HOSTED & CHAMPIONSHIP MEETS

CVST Hosted Meets (For example: Friday Night at the Races, CVST Blue/Green Meet, PCL Home Meets, Sweetheart Meet, Tampa Bay Swim Classic, Boys & Girls Club National Championships), FLAGS, Senior Championships, Sectionals, Zones, US Open, Junior and National Championships are considered "Automatic Entry Meets" and those swimmers who qualify for these meets are automatically entered at the discretion of the Coaching Staff, unless notified, in writing or on the CVST web sites sign-up page, for that meet, that the swimmer will not be available for the meet. If done on the web site, a reason must be typed into the comment box to ensure that the swimmer is not entered. This must be done by that meet's Registration Deadline, which is also posted on the CVST web site. If this is not done, the swimmer will be responsible for the full entry fees incurred by the team.

DUAL/TRI/QUAD MEETS

These meets are with two, three or four team(s). This type of meet is usually a PCL meet and is generally no longer than two hours long. The coaching staff will determine which swimmers will represent CVST in these meets.

INVITATIONAL/OPEN/ASSOCIATION MEETS

These meets, which involve multiple swim teams, usually require certain minimum certified swim times for swimmers to compete. These minimum times are included with more detailed information concerning the meet which is posted on the CVST website as early as possible, prior to a meet. The Coaching Staff will determine which meets and events swimmers are entered.

"B" MEETS

These meets are available to all swimmers who do not have an "A" time in the individual event in which the swimmer is entered. The Coaching Staff will determine which meets and events swimmers are entered.

TEAM MEETS

Certain meets are designated as "Team Meets" by the Coaching Staff. These meets are chosen depending on convenience, popularity of the meet, and of course, its importance as it relates to other meets. All swimmers that are qualified to attend a designated team meet should make every effort to do so.

TEAM TRIPS

Occasionally, the team may take a trip by bus/van to a meet with the Coaching Staff. This meet requires qualifying standards like any other meet and special qualifying requirements set by the Coaching Staff for the members of CVST. These standards include practice, attendance, maturity, times, etc. Prior to the meet the Coaching Staff will announce the names of those swimmers qualified to attend.

SO, YOU'RE GOING TO A SWIM MEET!

1. Plan to spend at least four (4) hours at an "Open" or "Invitational" meets (sometimes longer).
2. Plan to spend about 2 to 4 hours at small Development Meets.
3. Take along:
 - a. Blanket to spread or sit on
 - b. Entertainment items (cards, books, games, toys, etc.)
 - c. Money! (To buy heat sheets, souvenirs, and snacks)
 - d. Suntan lotion & sunglasses
 - e. T-shirts for swimmers and hats
 - f. In cold weather, several towels, and a change of clothing
 - g. Folding chairs or stadium seats
 - h. Warm-up outfits
 - i. Goggles, cap, team suit, extra suit
 - j. All swimmer's clothing and towels are marked with his name.
 - k. Sleeping bag for cold weather meets
4. Buy or download a heat sheet before or upon arrival at the meet.
5. Know ahead of time what events your swimmer(s) will be in, locate their events and heats in the heat sheet and tell them the numbers (remember this information was posted at the pool), and write the events, in marker, on their legs.
6. Make sure your swimmers see their Coach before and after each event.
7. It is the responsibility of the swimmer to be ready and on the blocks for each event. This way the Coaches can be sure to see all swimmers' race. The Coaching Staff will not hunt for your child before a race.
8. Remind your swimmers to get their times from the lane timer when they get out of the water and to report this time to the coaches. These times are not necessarily the official times, nor are the times on the score boards. The official times will be posted in the "Results Area" after the event has been scored.
9. Do not permit your swimmers to indulge in horseplay or roughhousing during any meet.
10. Do not allow your swimmers to eat during a meet without checking with the Coaching Staff first.
11. Do not leave the meet until it is over without checking with the coaches. A child is often due to swim a relay at the very end and the relay would have to scratch without one swimmer.
12. Do not talk with the Coaching Staff unnecessarily. They need their attention for the swimmers and their times.
13. Encourage your swimmers to rest between events. All swimmers should remain in the designated team area during the meet.

14. Plan to work at the meet if possible. This will make it go by much faster.
15. It is a USA Swimming rule that no smoking is permitted on the pool deck.
16. For overnight trips plan for heat, sun, cold, or rain! Remember, REST for the swimmers and a good night's sleep is extremely important.
17. Vocally support all CVST swimmers!
18. HAVE A GOOD TIME!!

CVST REGISTRATION INFORMATION

GENERAL INFORMATION

1. The CVST program is available to members of the Carrollwood Country Club and Grandchildren of members.
2. CVST Registration is done on-line via the CVST Web Site.
3. All CVST swimmers must be registered with USA Swimming. USA Swimming registration fees are due at the same time as CVST registration fees.
4. All Swimmers must sign a CVST Code of Conduct Form.
5. All Swimmers must be aware of the CVST Bullying Policy.
6. All Swimmers must be aware of the CVST Electronic Communication Policy.
7. All Parents must be aware of the CVST Parents Code of Ethics, MAAPP Form and are encouraged to take the Safe Sport for Parents Course.
8. CVST also requires a Medical Release Waiver to be completed for each swimmer, which gives the CVST Coaching Staff the authority to seek medical attention for the swimmer in case of an emergency.
9. Swimmers that did not swim with CVST during the previous season must try out and have the approval of the Coaching Staff to join the team.
10. All CVST Accounts must use an active credit card for payment of the registration fee.
11. All Dues and Fees are non-refundable unless approval is given by the CVST Treasurer.
12. A Registration Fee will be charged to all accounts: annually for continuing swimmers; where a swimmer is new to the team or is returning to the team after not being active and/or registered with the team for any period.
13. A Late Fee of \$20 will be assessed monthly to all accounts not paid in full by the invoice due date.
14. After an account is delinquent for more than two months the account may be sent to Collections.

FEE INFORMATION

Swimming fees are due by the 10th day of the first month of each session (a trial period for new swimmers is available at the discretion of the Coaching Staff). Refunds will be made only if a written notification is received by the CVST Treasurer prior to the end of the first week of practice. These refunds will not include the CVST Registration Fee or the USA Swimming Registration Fee.

Swim fees consist of:

1. Registration Fee: \$35.00 charged annually and to all new CVST Swimmers and those swimmers returning to team after not being registered or active for any period, and who have been removed from "Active" status with the team.
2. Program Fees (billed September 1st, January 1st, and May 1st):
 - a Senior and Challenger "HP" Groups - \$400
 - b Gold - \$385
 - c Silver - \$370
 - d Bronze- \$355
3. If a family has more than 1 swimmer, the additional swimmers' program fees are reduced by \$20/session.
4. USA Swimming Registration - \$97 annually, paid directly to USA Swimming for each swim athlete.

Swimmers joining the team after a session begins will be billed a prorated session rate. But session fees are not refunded after a session begins if a swimmer leaves the team.

For Summer Session only, if a swimmer is going to miss four or more consecutive weeks of practice at any time during the session, they may seek approval from the Board Treasurer to pay a reduced rate for the summer session. This request must be submitted prior to May 1st.

REGISTRATION FEE

A Registration Fee of \$35.00 is charged: A credit card must be used for this fee.

- a. annually for continuing swimmers
- b. at registration for new swimmers and those returning to team after not being registered or active with CVST for any period

PROGRAM FEE and Processing Fees

The program fee is often referred to as 'coaching fees' because these fees are almost entirely used for paying the Coaches. The amount you will pay will vary with the practice groups. Program fees and additional fees can be paid by credit card, ACH or an invoice and paid by the 10th of each month by check or credit card. Credit cards are assessed at the rate of approximately 3.5%, ACH is assessed at a rate of approximately 1.75%; these rates are established by the creditor(s) and may vary. There are no additional processing fees for cash or check. The member is responsible for selecting their method of payment in their account set-up.

USA SWIMMING FEES

A USA Swimming Year-Round Fee of \$97 is due annually and is paid directly to USA Swimming once a year or when registering for the first time. All CVST swimmers must be registered with USA Swimming.

ENTRY FEES FOR MEETS

Swimmers will only be able to enter swim meets if their account balances are up to date and less than 30 days past due.

Once the entry fees for a meet have been sent, there is no way of recovering those fees, whether your swimmer swims or not. The team, and therefore you, are committed to that expenditure. If a swimmer is scheduled to swim a relay and is a "no show" then that swimmer will also be charged the total relay fee for that relay. Entries must be received by a host club a minimum of ten days prior to the first day of the meet, most of the time much earlier to ensure the team's entry is accepted.

Entry fees for swim meets must be paid at the time entries are mailed; therefore, it is the policy of CVST to bill entry fees for each swimmer monthly. Meet entries generally vary from \$5.50 to \$15.00 per event depending on the type of meet.

There is also a "Coaches Fee" of \$10.00 per swimmer or \$20 per swimmer for championship meets (FLAGS, Senior Champs, Area 3, Harry Meisel) when he/she is signed up for a meet. This fee helps us to offset costs associated with our coaches' travel expenses and additional work hours for meets.

FAMILY COMMITMENT & FUNDRAISING

Fund Raising is an essential part of our program. CVST holds several small fund-raisers each year, as well as the Boys & Girls Club National Championships, the Annual Tampa Bay Swim Classic and the CVST Sweetheart Meet (the team's major fund-raising events of the year). Full parent and family participation is required at all these fundraising events.

With the Boys & Girls Club Nationals, the "Classic" and the Sweetheart Meet, parents are required to work a minimum of 3 out of the 5 sessions at each meet. This requirement applies even if your child is not swimming in the meet.

A \$100.00 service commitment fee will be assessed per session for families that do not meet this service commitment at each of these meets.

Families may use substitutes to fill their session commitment for these meets, i.e. Neighbors, Friends, Relatives. Or work with the CVST Meet Director to plan to meet the requirements.

INSURANCE

CVST provides no insurance coverage. Parents are encouraged to provide adequate insurance protection to cover any accident that might occur traveling to, participating in, and returning from any activities for the Carrollwood Village Swim Team. The USA Swimming registration fee does include a minimum insurance coverage while participating in USA Swimming sanctioned meets and practices.

PAYMENT/ONLINE CREDIT CARD PROCESSING

Online Credit Card Processing is mandatory for Registration Fee. If you choose to pay all other fees by credit card or ACH, current credit card/ ACH processing fees will be assessed. We have secure online credit card processing with our billing system that dramatically reduces the amount of time our volunteers spend trying to collect money.

It's simple to enable our electronic payment processing system. Simply visit our team website to Sign In to your account.

Once logged in:

Click on *Your Name* at the top right of the Home Page

Then Click on *My Account* in the drop-down menu.

Then Click on *Payment Setup* under the Account Name on that page and follow the instructions.

You can review monthly invoices outlining what your credit card has been debited for and you can review your current and past billing histories through the "My Account" section of our team website.

If a Credit Card attached to an account is declined for any reason,

- a. The Account will have until the 10th day of the following month before their swimmers will be fully suspended from the team, unless previously arranged or approved by the CVST Board.

- b. At this point a letter/email will be sent to the address on the account and will read that the swimmers cannot participate in any/all team functions and events, including practice. And cannot incur any additional charges.
- c. The letter will also include that the family has Five (5) business days from notification to resolve the issue, or their Account will be sent to our Collections Agency.

Please maintain an active email address that you frequently access as there will be frequent communication both for billing and other team functions. You may also input additional email addresses should you have them.

WHAT IS EXPECTED...

OF CVST SWIMMERS AT PRACTICES:

1. Arrive at the pool ten minutes early to dress and to stretch.
2. Be on deck ready to go on time with all your required equipment.
3. Be at practice for the entire time.
4. Set up your practice time mentally, come to swim, improve skills and work hard. Total effort builds better swimming!
5. Learn to read the pace clocks.
6. Dry off before you leave and dress for the weather!
7. Do dry-land exercises vigorously.
8. Check your CVST Mailbox daily.

OF CVST SWIMMERS AT MEETS:

1. Wear your team suit, cap, and T-shirt or designated meet shirt.
2. Mentally go through your race before stepping on the blocks; feel and act confident, you are ready!
3. Watch the other swimmers, especially the good swimmers. Learn from them.
4. When any teammate does a great job, let him know, whether in a meet or at practice.
5. Practice GOOD SPORTSMANSHIP!
6. Help teammates out, especially younger, or new swimmers.
7. ALWAYS get your time after each race and be sure to report to your Coach before and after each race.

OF CVST SWIMMERS AT OTHER TIMES:

1. Think positive!
2. If a problem should arise, seek help from the Coaching Staff.
3. Be positive, criticism should be constructive, suggestions stated in a positive manner are welcomed more readily.
4. Support your team, be PROUD TO BE A CVST SWIMMER, prove that you are interested in your teammates.
5. Attend team functions.
6. Lend a helping hand, a few people cannot effectively do everything. If you do not understand, don't be afraid to ask.
7. Realize that YOU ARE EXPECTED TO REPRESENT CVST IN A POSITIVE MANNER AT ALL TIMES!
8. Help in general fund raising as required. Remember that its purpose is to provide funds to support the overall Swim Program and YOU are the Swim Program.
9. Check the CVST Web Site at least once a week!

OF CVST PARENTS FOR PRACTICES:

1. If you provide transportation, see that your child is at practice on time (10 minutes prior) & ready to swim, and make sure your child is picked up promptly after practice (10 minutes after).
2. Make sure your child has all their required practice equipment with them when you drop them off.
3. Allow the Coaching Staff to do their job of coaching by leaving the pool deck during practice. Remember all practices are closed unless you have the permission of the Coaching Staff.
4. Save questions until practice has been completed or for another time. Time in the water is crucial.
5. Be supportive of your swimmer and their Coaches.
6. Check your CVST Mailbox weekly.

OF CVST PARENTS AT MEETS:

1. Get your swimmer(s) to warm-ups on time!
2. Help work the meet as Timers, Marshals, Hospitality, etc. if CVST is hosting the meet.
3. Support, encourage, and congratulate all swimmers.

- 4 Encourage GOOD SPORTSMANSHIP and GOOD MANNERS from your child.
- 5 Never question an Official's judgment or come on to the pool deck during a meet.
- 6 Insist on enough sleep for your child and any others that might be in your care.
- 7 Strive for behavior at its best, 100% of the time. Discourage running and horseplay at meets and at hotels.
- 8 Respect other's rights to rest.
- 9 At home meets, help make sure team equipment is cleaned up and put away after the meet.
- 10 At away meets, help clean up team areas and make sure any team equipment (i.e.. Team Tent) is being brought home.

OF CVST PARENTS AT OTHER TIMES:

1. Think positive!
2. If a problem should arise, seek help from the Coaching Staff.
3. Be positive, criticism should be constructive, suggestions stated in a positive manner are welcomed.
4. Support your team, be PROUD TO BE A CVST PARENT, prove that you are interested parents.
5. Attend meetings.
6. Lend a helping hand, a few people cannot effectively do the work. If you do not understand, ask.
7. Realize that YOU ARE EXPECTED TO HELP RUN THE MEETS THAT WE HOST.
8. Take your turn bringing team tents to and from away meets. The team has tents available for these meets, but parents must arrange to get these tents to and from meets.
9. Help with general fundraising as required. Remember the purpose is to provide funds to support the overall team.
9. Keep your account information and account balance current.
10. Check the CVST Web Site at least once a week!

POSITIVE ATTITUDE AND ENVIRONMENT

A supportive and understanding family environment is essential to all swimmers. Be totally aware of the amount of effort your swimmers put forth and the sacrifices they make.

Relating your confidence in your child's ability is great! But don't let it reach the point of harassment.

If your swimmer bases his entire success on meeting your demands and wishes, he will ultimately fail. Let the pressure on performance and excellence come from within the swimmer and from the Coaching Staff. This will psychologically mature your swimmer more than anything else you can do as a parent.

SWIMMING LINGO

10x100 - This number describes the number of sets times the distance of each set. The pool is 25 yards long. If you were to swim from one end of the pool to the other end, you would have completed 1x25. If you were to make it a round trip and swim from one side to the pool and back you would have swum 50 yards, or 1x50. If you were to swim 2 round trips, then you would have swum 100 yards or 1x100. If you were to swim 100 yards ten times, then you would have done 10x100!

1:30 - Swimmers use a pace clock to time their sets. They always speak in minutes and seconds. When coach tells you to swim a set on "the one thirty" he is saying that you have 1 minute, 30 seconds to complete the set, or 1:30.

15-METER MARK - Marks on the sides of the pool and on the lane lines 15 meters from the ends of the pool. In Freestyle, Backstroke, and Butterfly events the swimmer must surface at or before these marks.

ABANDONMENT – Termination of an open water event prior to its completion due to safety considerations.

ADAPTED SWIMMING - Swimming for persons with a disability.

AEROBIC - Pertaining to or presence of oxygen.

AGE GROUP SWIMMING - the program through which USA Swimming provides fair and open competition for its younger members. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent.

AGGREGATE TIME - Times achieved by four individuals in separate starts which are added together to arrive at a relay time for entry purposes.

ALTERNATE- In a Prelims/Finals meet, after the finalists are decided, the next two fastest swimmers other than the finalist are designated as alternates. The faster of the 2 being first alternate and the next being second alternate. If a finalist cannot participate, the alternates are called to take their place, often on a moment's notice.

ALTERNATE BREATHING - In freestyle swimming, breathing to the right side then swimming three strokes and breathing to the left side, then swimming three strokes and breathing to the right side, etc. (See also Bilateral Breathing.)

AMATEUR SPORTS ACT - The Ted Stevens Olympic and Amateur Sports Act (1998) (or as applicable, the Amateur Sports Act of 1978), as amended from time to time.

ANAEROBIC TRAINING - Training that improves your efficiency of your body's energy producing systems that do not require oxygen and can increase your muscular strength and tolerance for acid-base imbalances (such as the production of lactic acid) during high intensity effort.

ANCHOR- The final swimmer in a relay.

APPROVAL – A permit issued by an LSC for meets conducted in conformance with USA Swimming technical rules in which both members and non-members may compete.

AREA 3 or AREA 3&5 CHAMPIONSHIPS - Season ending Championship for the entire team, with some restrictions on Junior Olympic and Senior Championship swimmers.

ARM - That part of the body that extends from the shoulder to the wrist.

ASCA - The American Swim Coaches Association. The professional organization for swim coaches throughout the nation. Certifying coaches and offering many services for coaches' education and career advancement.

ASCENDING INTERVAL - Intervals or swims that increase in time (:55, 1:00, 1:05, 1:10, 1:15).

ASCENDING SET - A series of swims of the same distance whereby the swim time increases with each successive repeat. The swimmers' times on an ascending set of 4x50 on a 1:00 minute interval may be :40, :42, :44, :46.

ATTACHED - Status of an athlete member who represents a member club in competition.

B CHAMPIONSHIPS - Florida Swimming's Winter Championship Meet for swimmers below the Junior Olympic level.

BACKSTROKE - In the backstroke the swimmer must stay on his or her back, except during the turns. The stroke is an alternating motion of the arms -- much like the crawl stroke -- with a flutter kick. A swimmer is not required to touch the wall with his or her hand before executing the turn. The key to proper interpretation of the backstroke rule is the phrase "continuous turning action", i.e., a uniform, unbroken motion with no pauses. In a more technical interpretation, after the shoulder rotates beyond the vertical toward the breast, a continuous simultaneous double arm pull may be used to initiate the turn. There shall be no kick, arm pull, or floatation that is independent of the turn. The position of the head is not relevant. In all U.S. Swimming and FINA competition, each swimmer's head must surface within 15 meters of the start of the race.

BACKSTROKE FLAGS - Pennants that are suspended over the width of each end of the pool approximately five yards/meters from the wall that notify backstroke swimmers that they are approaching the end of the pool, like a warning track in baseball. The accomplished Backstroker will know how many strokes it takes to get from the flags to the beginning of their turn.

BEEP - The starting sound from an electronic, computerized timing system.

BELL LAP/GUN LAP - The last lap of a distance Freestyle race. The Starter normally rings a bell over the lane of the lead swimmer with one lap plus 5 yards to go.

BIG FINALS - The top 6, 8 or 10 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. Big Finals is the fastest heat of finals when multiple heats are held.

BILATERAL BREATHING - Breathing both sides. (Example: In freestyle breathing every third stroke).

BLOCK - The starting platform.

BODY - The torso, including shoulders and hips.

BODY POSITION - The way your body sits in the water during swimming. Ideal body position requires that your body is as straight and long and as close the surface of the water as possible.

BODY ROLL - Refers to the proper side-to-side rotation of the hips in Freestyle and Backstroke swimming. Rolling from the left side of your body to the right side and back again helps reduce drag and improve stroke length. Swimming "flat" would be the sensation of swimming directly on your stomach/back all the time.

BONUS HEAT - (C, D, E... Final) - The third, fourth, fifth... fastest heat of swimmers competing in finals for placement in an event.

BOOSTERS - Parents and/or other interested community groups or individuals that are supporters and followers of CVST.

BOTTOM - The reading on a pace clock that corresponds to a second reading of "30". Typically, a coach will instruct swimmers to leave (begin) "on the bottom" or "on the 30". Also see "Top".

BOUYANCY - This is the upward supportive force of water, counteracting the downward force of gravity. The force of buoyancy is determined by the density of the water, the greater the density the greater the buoyancy. Factors which affect a swimmer's buoyancy and floating position are age, body build and bone size, muscular development and weight distribution, amount of fatty tissue, lung capacity and water density.

BOYS & GIRLS CLUB NATIONAL CHAMPIONSHIPS - This is a national swim meet hosted by CVST held in April of each year. All CVST swimmers are expected to participate in the meet and all CVST parents are required to work at the meet.

BREAK-OUT STROKE - First stroke out of a start or off the walls on turns, very important for establishing proper body position and stroke rhythm.

BREASTSTROKE - Perhaps one of the most difficult strokes to master, the breaststroke requires simultaneous movements of the arms on the same horizontal plane. The hands are pushed forward from the breast on or under the surface of the water and brought backward in the propulsive stage of the stroke simultaneously. The kick is a simultaneous thrust of the legs called a "frog" or breaststroke kick. No flutter or dolphin kicking is allowed. Swimmers must touch the wall with both hands at the same time before executing their turn.

BROKEN SWIMS - Swimmers swim a 500 broken when they swim 200 and rest 10 sec, swim 150 and rest 10 sec, swim 100 and rest 10 sec, swim 50 and finish.

BUILD-UP SWIMS - Swimmer's swim 3 X 50's build up...i.e., with each 50 the swimmers begin smooth and build to a fast finish.

BULLYING - The severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member or Participating Non-Member that to a reasonably objective person has the effect of: (i) causing physical or emotional harm to the

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

BULKHEAD - A wall constructed to divide a pool into different courses, such as a 50-meter pool into two 25-yard courses.

BUTTERFLY - The most physically demanding stroke, the butterfly features the simultaneous overhead stroke of the arms combined with the dolphin kick. The dolphin kick features both legs moving up and down together. No flutter kicking is allowed. As in the breaststroke, swimmers must touch the wall with both hands before turning. The butterfly was "born" in the early 1950's as a loophole in the breaststroke rules and in 1956 became an Olympic event in Melbourne, Australia. In all U.S. Swimming and FINA competition, each swimmer's head must surface within 15 meters of the start of the race. This rule was passed at the 1998 FINA Congress in Perth, Australia. USA's Misty Hyman, among other swimmers, had utilized an extended underwater start prior to the restriction.

BUTTON - The manual Timing System stopping device that records a back-up time in case the touch pad malfunctioned. The button is at the end of a wire, plugged into a deck terminal box. There are usually 3 buttons per lane. It is the timer's responsibility to push the button as the swimmer finishes the race.

CAP - The latex or silicone covering worn on the head of swimmers. The colors and team logo's adorning these caps are limitless.

CATCH - Occurs with hand entry into water. The hand "catches" or "grabs" water.

CHAMPIONSHIP MEET - The meet held at the end of a season. Qualification times are usually necessary to enter meet.

CHAMPIONSHIP FINAL - (A Final) – The fastest heat of swimmers competing in finals for placement in an event.

CHECK-IN - The procedure required before a swimmer swims an event in a deck seeded meet. Sometimes referred to as positive check in, the swimmer must mark their name on a list posted by the meet host.

CIRCLE SEED - In a Prelims and Finals (championship) format, the fastest three heats of each event in Prelims is specially seeded: the fastest swimmer is in the fastest heat, the second fastest swimmer is in the next heat, the third fastest swimmer is in the next heat, the fourth fastest swimmer is in the fastest heat and so on until the three heats are filled up. As opposed to the normal slowest to fastest seeding in the rest to the heats (used in a Timed Finals format).

CIRCLE SWIMMING - Performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane.

CLASSIC - See Tampa Bay Swim Classic.

CLERK OF COURSE - The USA Swimming-certified official responsible for deck seeding and organizing swimmers into heats (usually, a parent-volunteer). Also, where scratches and relay cards are turned in, and on-going meet information is available for the coaches.

CLOCK - The big clock on the wall or deck is used for interval training. If the clock is not digital, the red hand goes around every minute (60 seconds). The 60 is sometimes referred to as the "top" and the 30 as the "bottom." Swimmers must be able to read the clock and calculate their times. Swimmers who watch the clock and know their times improve the most - they get feedback, learn pace, and improve technique.

CLOSED COMPETITION –

- Competition exclusively among members of a single club
- Competition or series of competitions within an independent organization open only to members of that organization, such as:
 - YMCA competition
 - Summer league competition
 - Conference competition
 - Summer league competition
- Closed competition does not include representing a group within USA Swimming such as LSC, Zone, Region, or Section

CLUB - an organization which has been accepted for membership in USA Swimming.

COACH - An indefinable human being who works daily with our children, the person who directs practices and coaches at meets and helps guide our swimmers' progress (parents are supporters and make decisions based on a child's needs for personal growth, matters regarding their swimming should be discussed with their Coach).

CODE OF CONDUCT - An agreement between swimmer and Coach, stating that the swimmer will abide by certain behavioral guidelines.

COMPETITION CATEGORY – Stated as male or female for the purpose of athlete swimming eligibility, competition, selection and records. An athlete's stated competition category shall be referred to as "gender."

COMPETITIVE SWIMMING - The act of competing for time or place against time or another swimmer.

CONFORMING TIMES - Time achieved in a course that corresponds to the meet competition course.

CONSOLATION HEAT - (B Final) the second fastest heat of swimmers competing in finals for placement in an event.

CONVERTED TIME - A swimmer's time in an event from one course converted to an equivalent time in that event in another course (e.g., SCY times converted to LCM times), often done at the beginning of a season for seeding purposes when swimmers don't have recent times in the new course. The "accepted" conversion formula is available in the Florida Swimming Handbook.

COURSE - Designated distance over which the competition is conducted.

LONG COURSE - 50 meters.

SHORT COURSE - 25 yards or 25 meters.

CUT (STANDARD) – Slang for Qualifying standard; a time set for entry into a meet or event.

CVST - Carrollwood Village Swim Team, Inc.

CVST B MEETS - These are meets hosted by CVST in the Spring and Fall of each year open to swimmers who do not have "A" Times. All CVST swimmers who are eligible are expected to participate. All CVST parents are expected to work these meets.

CYCLE - A series of sets. Multiple sets swam one after another comprise a cycle. An example of a complete cycle would be swimming 2x100, followed by 4x100, followed by 8x50.

DECK CHANGE – Changing, in whole or in part, into or out of a swimsuit when wearing just one suit in an area other than a permanent or temporary locker room, bathroom, changing room or other space designated for changing purposes.

DECK PASS - The official mobile application of USA Swimming.

DECK SEEDING - The process of organizing swimmers into events, heats, and lanes (usually by the Clerk of Course) at the meet as it progresses (as opposed to pre-seeding by computer prior to the meet).

DECLARED FALSE START - An option for swimmers to opt out of a swim without penalty. In Prelims, a swimmer notifies the Referee prior to the event that he/she will declare a false start. The swimmer is disqualified and does not report to the blocks or swim. This is not permitted in all meets and must be in the meet information letter.

DEHYDRATION - The abnormal depletion of body fluids (water). The most common cause of swimmer's cramps and sick feelings.

DESCENDING INTERVAL - To swim each repeat in a faster time than the previous. Ex. 4 x 50 yard on a 1-minute interval. Do #1 in 50 seconds, #2 in 48 seconds, #3 in 46 seconds and #4 faster than 46 seconds.

DESCENDING SET - A series of swims of the same distance whereby the swim time decreases with each successive repeat. The swimmer's times on a descending set of 4x50 on 1:00 may be 46, :44, :42, :40.

DEVELOPMENTAL SWIMMING - A program designed for swimmers whose ability is below the Junior Olympic Level.

DISQUALIFICATION "DQ" - The loss of points and time due to an infraction of the rules which govern the meet.

DISTANCE - Term used to refer to events over 400 meters/500 yards.

DRAFTING/SLIPSTREAMING – Swimming behind or next to another open water swimmer or support craft for the purpose of taking advantage of the reduced water resistance created by the former's wake.

DRAG SUIT - A second, loose fitting swimsuit worn by swimmers in workout and warm-up that adds weight and resistance to the flow of the water around the swimmer.

DRAGGING - Swimming in the wake or behind another swimmer.

DRAW - Random selection by chance.

DRILL - An exercise involving a portion or part of a stroke, used to improve technique.

DROPPED TIME - When a swimmer goes faster than their previous performance in an event, they have 'dropped time' (also a Personal Best Time).

DRYLAND TRAINING - Training done out of the water that aids and enhances swimming performance; usually includes stretching, calisthenics and/or weight training.

DUAL MEET - Competition between two teams.

END OF COURSE - Designated wall for racing turns and finishes.

ENTRY FEE - A set fee paid to swim each event at a meet.

ENTRY FORM - Form on which a swimmer enters a competition. Usually includes USA Swimming I.D. number, age, sex, event number and time.

ESCORT CRAFT - Boats or paddle boards used in open water competition for the swimmers' safety and logistical support.

ESCORTED SWIM - An open water event in which each swimmer is required to have an escort craft accompany the swimmer throughout the race.

EVEN SPLIT - Swimming the first and second halves of a swim in identical times.

EVENT - Any race or series of races in each stroke and/or distance. For competitive limits, one event is inclusive of preliminary heat(s) plus its related final(s), or one timed final, or one time trial.

FALSE START - Occurs when a swimmer is moving at the start of a race, prior to the starting signal. In USA Swimming, one false start will result in disqualification.

FATIGUE - Short term sensation of tiredness and reduced performance.

FEED POLE - A mechanical implement used by coaches or support personnel to deliver fluid and/or food to open water swimmers during a race.

FINA - Federation International de National de Amateur, the international governing body of competitive swimming, diving, water polo and synchronized swimming.

FINAL - The Championship heat of an event in which the top six, eight or ten swimmers from the preliminaries compete, depending on the number of lanes in the pool.

FINALS - A session of a meet in which the concluding heats of an event are contested which may include championship, consolation, or bonus finals.

FINISH - The instant that a swimmer touches the wall at the end of the prescribed distance.

FINISH POINT - The physical location where an open water race terminates.

FIRST DAY OF MEET - Day on which the first competitive swimming event is conducted.

FLAGS (Florida Age Group Swimming Championships) - Florida Swimming's Season ending 14&Under Championship Meet.

FLAGS - Backstroke flags placed 5 yards/meters from the end of the pool depending on the course. They enable backstrokers to execute a turn more efficiently by counting their strokes and not having to look for the wall.

FLORIDA SWIMMING, INC. - The branch of USA Swimming, of which we are a member, and the host of our Championship meets; our Local Swim Committee (LSC).

FORWARD START - A forward an entry made while facing the course.

FREESTYLE - In the freestyle, the competitor may swim any stroke he or she wishes. The usual stroke used is the Australian Crawl. This stroke is characterized by the alternate overhand motion of the arms and a flutter kick which can be either a six beat-per stroke or two-beat-per-stroke cycle rhythm. The slower two-beat kick is used in the distance races, while the faster, six-beat kick is used in the sprint events and at the very end of the distance races. In all U.S. Swimming and FINA competition, each swimmer's head must surface within 15 meters of the start of the race.

FREESTYLE RELAY - In the freestyle relays, four swimmers each swim one fourth of the total distance. As in the medley relay, no individual may swim more than one leg of the relay.

FRIDAY NIGHT AT THE RACES (FNR) - A low pressure developmental swim meet, hosted by CVST, where new and younger swimmers get a chance to experience a meet situation, with officials, but without disqualifications and where swimmers receive awards for every event swum. All CVST parents are expected to work at these meets.

FRONTAL RESISTANCE - This is the resistance to forward progress made by the water immediately in front of the swimmer or any part of the body. This resistance is caused by the swimmer's shape in the water.

FOUL - An instance of obstruction, interference, collision, or equipment malfunction which prevents the successful completion of a race.

GOAL - A specific time achievement a swimmer sets and strives for. Can be short or long-term.

GRAB START - The swimmer stands on the block/edge, toes curled over edge, hands holding onto block.

GUTTER - The area along the edge of the pool in which water overflows during a race and is recirculated through the filtration system.

GRAVITY WAVE - Wave action caused by the swimmers' bodies moving through the water. Gravity waves move down and forward from the swimmer, bounce off the bottom of the pool, and return to the surface in the form of turbulence.

HEAT - A division of an event in which there are too many swimmers to compete at one time. (See Preliminary Heats and Timed Final Heats)

HEAT SHEETS - A printed program of events and "who swims when" sold at most meets, a MUST for parents.

HORIZONTAL - Parallel to the surface level of the water.

HYPOXIC BREATHING - Breath control swimming such as underwater swimming or breathing every fifth or seventh stroke in Freestyle.

IM - Slang for Individual Medley; an event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

INITIAL DISTANCE - That first portion of a race for which an official time may be recorded but which is not in itself a completed event.

INTERVAL - The time given to complete a given distance, plus rest. For example: 4x50 yards on a 1-minute interval. This means four repetitions of a 50-yard distance every 1 minute. If it takes 50 seconds to swim, you will get 10 seconds rest before beginning the next swim.

INVITATIONAL - A swim meet open only to teams invited to participate. Usually, it's a Prelims and Finals (championship) format, qualifying times are required, and entry fees are higher.

JUNIOR OLYMPICS - Old name for FLAGS, Florida Swimming's Season ending 14&Under Championship Meet.

KICK BOARD - A flotation device used by swimmers during training when swimming with legs only.

KICKING - Propelling by use of the legs only. Kicking sets or exercises often include the use of kickboards and/or fins.

LACTATE TOLERANCE TRAINING - Training during which the body experiences a lack of oxygen, resulting in the production of lactic acid. During the production of lactic acid, the swimmer typically experiences a burning or aching sensation in the muscles.

LACTIC ACID - In the absence of oxygen, as with anaerobic training, your body will breakdown muscle sugar (glycogen) using a process that produces an acidic by-product waste called lactic acid. Your muscles may start to burn or ache as lactic acid accumulates, and your body can't keep up with removing it from your muscle stores.

LANE ROPES/LANE LINES - Continuous floating dividers attached to a cable stretched from the start end of the pool to the turn end, used to delineate the individual lanes. These dividers are made of individual finned disks that rotate on the cable when hit by a wave. The rotating disks dissipate surface tension waves in a competitive pool.

LAP COUNTER - A set of plastic display numbers used to keep track of laps during a distance race; the person who counts for the swimmer, stationed at the opposite end of the start.

LEAD BOAT - The boat used as a course guide for open water swimmers.

LENGTH/LAP - Extent of the course from end to end.

LONG COURSE - A pool 50 meters in length. USA Swimming conducts most of its summer competitions in long course.

LONG DISTANCE - Any freestyle event over 1500 meters, normally conducted in a natural body of water, such as a lake, river, or ocean. Also known as Open Water Swimming.

LSC - An administrative division of USA Swimming with supervisory responsibilities within certain geographic boundaries designated by USA Swimming. Our LSC is Florida Swimming, Inc.

MARSHAL - The officials (usually, parent volunteers) who control the crowd and swimmer flow at a swim meet. They are primarily responsible for safety in the venue.

MASTERS SWIMMING - A program for swimmers aged 19 and older who wish to continue swimming, but not necessarily at the senior level. Age groups are in five-year increments.

MEDLEY RELAY - In the medley relay, all four strokes are swum by four different swimmers. No swimmer may swim more than one leg of the relay, which is swum in backstroke, breaststroke, butterfly, and freestyle order. Additionally, it is possible to see a record in the 100-meter backstroke (the first leg) in this race.

MEET - Competition designed to be a learning experience. By implementing what has been learned in practice, the swimmer tests himself against the clock to see how he is improving, usually 1 to 4 days.

MEET ANNOUNCEMENT/MEET INFORMATION – Document setting forth information of the meet's events, schedule, and procedures.

MIDDLE DISTANCE - Term used to refer to events of 200 yards/meters to 400 meters/500 yards in length.

MILE - The slang referring to the 1500-meter or the 1650-yard freestyle, both of which are slightly short of a mile.

MIXED CLASSIFICATION - Meet in which events of Age Group and Junior, Senior, or any other classification are offered.

NATIONAL REPORTABLE TIMES/TOP 16 – Time standards set for both short and long course based on previous years' achievements. Only times meeting these standards may be submitted for consideration each year. The Top 16 submitted times in each event are recognized.

NEGATIVE SPLIT - Swimming the second half of the race equal or faster than the first half.

NON-CONFORMING TIME - Entry time achieved in a course which does not correspond to the course in which the meet will be conducted.

NT - No Time - Abbreviation used on a heat sheet to designate that the swimmer has not swum that event before and does not have an official time of record.

OBSERVED SWIM - In approved season-ending High School/YMCA championship meets, USA Swimming Officials observe the swims and report USA Swimming rules violations. Swimmers whose legal swims conform to USA Swimming rules can use their times as official times in USA Swimming-sanctioned meets.

OFFICIAL - A judge on the deck of a pool at sanctioned and approved competitions that enforce USA Swimming rules. There are stroke and turn judges, administrative officials, starters, timers and referees.

ONDECK – The official mobile application of Carrollwood Village Swim Team.

ON THE BACK – Position of the body when the shoulders are at or past vertical towards the back.

ON THE BREAST – Position of the body when the shoulders are at or past vertical towards the breast.

OPEN WATER SWIMS – Any swimming competition that takes place in rivers, lakes, or oceans.

OVER FATIGUE - Over fatigue (too much training) can be a problem with dedicated swimmers and leads to poor performance. Many times, over fatigue is due to lack of sleep and poor eating habits.

OVERHEAD STARTS - Start procedures at a meet in which swimmers of the previous heat remain in the water, close to the wall, during the start of the next heat. Usually used in senior sessions/meets to save time and/or allow swimmers to rest before exiting the pool.

PACE - The swimmer swims at a certain speed that corresponds to a race distance. Thus, a swimmer may be swimming at a pace of 1:20 (or one minute twenty seconds) per 100. Usually, the pace is expressed in terms of 100 yards/meters.

PACE CLOCK - Large clock with a large face, used to check pace or maintain intervals in practice (may have hands or be digital).

PACING - An attempt by a person not participating in an open water race to enter the water with the intent of providing moral support or otherwise assisting a swimmer in setting tempo of the race.

PADDLER - Person on a paddle board or manually propelled craft who supports an open water swimmer or group of swimmers.

PADDLES - Colored plastic devices worn on the swimmer's hands during swim practice to increase resistance.

PARENTS - A group of adults, who supply money and drive their children to and from practices and meets, support their children and Coaches.

PARKA - Large 3/4 length fur lined coats worn by swimmers. Usually are in team colors with a logo or team name.

PERSONAL ASSISTANT - Person assigned to aid a disabled swimmer.

PERSONAL BEST - The best time a swimmer has achieved so far in each event.

PRELIMINARY HEATS OR PRELIMINARIES - Competition in which a number of heats are swum to qualify the fastest swimmers for the finals.

PRIVATE CLUB LEAGUE (PCL) - Group of local club swim teams forming a swim league open only to members of the affiliated clubs.

PROGRAM - The order of events, including starting times and intermissions in a meet or portion thereof (See Session), sequentially listed by class of competition, sex, age group, distance, and stroke as set forth in the meet announcement.

PROOF OF TIME - A requirement at some meets to make certain that all swimmers have legally met the time standards for that meet. Monetary fines may or may not be assessed for any failed swim at meets.

PROPULSION - This is the force that drives the swimmer forward and is created by the swimmer's arms and legs.

PSYCH SHEET - A printed order of events by session with swimmers listed in order, usually fastest to slowest according to their entry times. It does not show heats. After scratches are turned in, the session is seeded, and heat sheets are printed. Normally used at senior, sectional, and national meets. Also used at deck seeded meets, but heat sheets aren't usually printed.

PULL BOUY - A flotation device used for pulling by swimmers in practice.

PULLING - A swim during which only the arms are used. Pulling generally implies the use of a pull buoy, a flotation device placed between the legs. Hand Paddles are also often used.

QUALIFYING TIMES (QTs) - Published times that must be achieved during a given period to enter certain meets.

RACE PACE TRAINING - Swimming in a workout that simulates the speed at which a swimmer will compete.

READY ROOM - A room/area on or near poolside for the swimmers to report and relax before they compete in Finals.

REFEREE - The head official at a swim meet that makes all final decisions based upon USA Swimming rules.

RELAY - A race in which each team member covers a specified portion of the course.

RELAY LEG - The part of a relay event that is swum by a single team member.

REPEAT - A single swim in a set, also referred to as a repetition. A set of 20x25 on :40 contains 20 repeats of 25 yards. Also referred to as a "Rep".

REST / REST INTERVAL - A specified amount of rest between two swims in a set. A set of 5x200 with a 1:00 rest interval means that a swimmer rests for 1:00 after the conclusion of each 200 regardless of the 200-swim time.

SAFETY - The condition of being safe. Safety procedures are designed to prevent accidents.

SANCTION - A permit issued by an LSC to a USA Swimming group member to conduct a meet in conformance with all USA Swimming rules in which all participating swimmers are athlete members of USA Swimming except as provided in the USA Swimming Rules & Regulations.

SCISSOR KICK - Use of the top of the instep of one foot and the bottom of the other foot in the propulsive part of the kick.

SCRATCH (from an event) - Withdraw an entry from competition.

SECTIONAL CHAMPIONSHIPS - Florida Swimming and Gold Coast Swimming of the USA Swimming Southern Zone combine to hold this season ending Championship Meet.

SEED - To distribute the swimmers among the required number of heats and/or lanes, according to their submitted or preliminary times.

DECK-SEED - Swimmers are required to check in for their events on the day of the meet. After scratches are determined, events are seeded.

PRE-SEED - All entrants are seeded prior to the day of competition.

SEND-OFF - Like interval, a send-off of 2:00 means that the swimmer starts each swim two minutes apart. Send-off may also refer to the actual position or reading on a pace clock, such as a send-off on the "top" or "bottom".

SENIOR CHAMPIONSHIPS - Florida Swimming's Open season ending Championship Meet.

SENIOR SWIMMING - The program through which USA Swimming provides fair and open competition in the National Swimming Championships. It is designed to afford maximum opportunity for participation, provide an educational experience, enhance physical and mental conditioning, and develop a pool of talented athletes for international competition. There are no age restrictions on senior competition.

SENIOR ZONES - Southern Zone Senior Championship Meet - contested once a year at the end of the long course season. To compete swimmers must achieve the qualifying Time Standards.

SESSION - Portion of meet distinctly separated from other portions by time (usually a morning or afternoon set of events for different age groups).

SET - Workouts are divided up into sets of swims in a particular stroke, style, and distance, such as kick sets, pull sets, distance sets, sprint sets, I.M. sets, etc. Sets are given in terms of the distance to be swum, calculated in yards or meters depending on the pool. Therefore, a "set" of "25's" means swimming one length of the pool before resting, "50's" means two lengths, and so on.

SHAVE - The removal of all arm, leg, and exposed torso hair, to decrease the 'drag' or resistance of the body moving through the water and to increase the "feel" for the swimmer. Usually done only at very important meets.

SHORT COURSE - A pool 25 yards/meters in length. USA Swimming conducts most of its winter competitions in short course.

SIMULTANEOUSLY - Occurring at the same time.

SPEEDO CHAMPIONSHIP SERIES - Open "senior level" meets held in the spring and summer. Each Zone may hold up to four meets. Meets are commonly called "Sectionals." Qualifying times, sites, dates and meet rules are determined locally.

SPLASH MAGAZINE - The USA Swimming magazine that is mailed bi-monthly. A benefit of being a member of USA Swimming.

SPLIT - A time taken at an intermediate distance, e.g., a 25-yard time for a 50-yard race

SPONSOR - An individual or business that financially supports CVST.

SPRINT - Describes the shorter events (50 and 100). In training, to swim as fast as possible for a short distance.

STARTER - A Certified Official responsible for starting each event and making sure that each start is fair for all participants.

STARTS & TURNS - Many races are lost in poor starts and turns. In the start, the swimmer is called to the starting position by the starter who visually checks that all swimmers are in the down positions and still. Then, once the starter is satisfied, the race is started by either a gun or electronic tone. If the starter feels that one of the swimmers has jumped early, the race will be recalled, and the offending swimmer disqualified. Quick turns are essential to a good race. In all events the swimmer must touch

the wall, but in the freestyle and the backstroke, the swimmer may somersault as he or she reaches the wall, touching only with the feet. In the other two competitive strokes, the swimmer must touch the wall with one or both hands before executing the turn.

STREAMLINE - The position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer's body is as straight and tight as can be.

STROKE AND TURN JUDGE - A certified official that walks the deck or stands at the end of the pool during a meet to certify the legality of individual strokes and turns.

STROKE RATE - The amount of time taken for one complete stroke cycle.

SUPPORT PERSONNEL - Persons in an open water swimmer's escort craft who provide feeding, navigating, coaching, and other supporting activities.

SWEETHEART MEET - CVST's Annual Short Course Swim Meet, held in February each year. All CVST swimmers are expected to participate in this meet and all CVST parents are required to work at the meet.

SWIM-OFF - In a Prelims and Finals (championship) format, a second race after the scheduled event to break a tie between swimmers, to determine which swimmer makes it into which finals heat or the order of the alternates.

SWIM SHOP - the place to buy all your swimming needs, from team caps to goggles, they all can be purchased here, special order items such as jackets, parkas, and warm-up suits are also available at different times of the year. Team Suits & Training Equipment, go to CVST website and visit the swim shop (Elsmore Swim Shop)

SWIMS (SWIMMING WEB-BASED INTERACTIVE MEMBERSHIP SYSTEM) - A single integrated database system which includes USA Swimming membership data and a databank of achieved times that are considered official and are recognized for proof of entry and recognition programs.

TAMPA BAY SWIM CLASSIC - CVST's Annual Long Course Swim Meet, held in early summer each year. All CVST swimmers are expected to participate in this meet and all CVST parents are required to work at the meet.

TAPER - The resting process in training for swimming competition. Reduced training volume and intensity gives the body and mind a break from the rigors of intense training. Coupled with quality rest away from the pool, it allows the swimmer's body time to repair itself and to restore its energy reserves to prepare for major competition. Studies have found tapering to produce a marked increase in muscle strength. During the middle of the swimming season, a swimmer works out several thousand yards/meters each day. As major competition draws near, usually two to three weeks out, the swimmer will "taper" off the distances swum each day. A perfectly designed taper will enable the swimmer to compete at their peak capability and is one of the most difficult aspects of swim coaching.

TEXTILE MATERIALS - Natural and/or synthetic, individual, and non-consolidating yarns used to constitute a fabric by weaving, knitting, and/or braiding, or as further defined under current FINA swimwear rules.

THURSDAY NIGHT AT THE RACES (FNR) - A low pressure developmental swim meet where new and younger swimmers get a chance to experience a meet situation, without officials and where swimmers receive awards for every event swum. CVST Parents are expected to work these meets.

TIME STANDARD - The time a swimmer must have previously achieved in order to compete in that event at any a designated competition.

TIME TRIAL - A sanctioned "time-only" swim which is not part of a regular meet (usually used for qualifying purposes).

TIMED FINAL HEATS OR TIMED FINALS - Competition in which only heats are swum, and final placings are determined by the times performed achieved in the heats.

TOP - The reading on a pace clock that corresponds to a second reading of "0" or "60". Typically, a coach will instruct swimmers to leave (begin) "on the top" or "on the 60".

TOUCH - Contact with the end of the course.

TOUCH PAD - A large sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system.

TRACK START - Swimmer stands on block/edge, one foot in front with toes over edge, other foot behind, hands holding onto block.

TRYOUT - Practices where a swimmer who is not a member of CVST participates with a CVST for a period of one week (7 consecutive days), in a calendar year, to determine the swimmer's interest in becoming a member of USA Swimming.

TURN - A point where the swimmers reverse or change direction.

TURNOVER - The number of times a swimmer's arms pull/recover (cycle) in each distance or time during a race.

UNATTACHED - A registered swimmer who is not attached to a registered USA swim team. If a swimmer changes teams, that swimmer must swim unattached for 120 days from the last day of meet competition representing the former team.

UNDERWATER PULLOUT - Long, full arm stroke past the hips used in breaststroke out of the start and off the walls on the turns.

USA SWIMMING, INC. (Formerly USS) – The National Governing Body that regulates our sport. All CVST swimmers are registered with USA Swimming, and each has been assigned an identification number. This USA Swimming registration and number expires at the end of each year and new applications must be made at that time.

USA SWIMMING CARD/NUMBER - A membership card with a unique number assigned to a swimmer when he/she joins USA Swimming. This card may be required at any given competition (CVST keeps these cards in case they are needed to meet entry purposes).

VENUE - The area located on the sides and ends of the pool, spectator area, team areas within the pool facility (e.g., portion of the building designated for teams and swimmers, or fenced area around an outdoor pool), locker rooms, and such other areas as may be specifically designated by the host club or organization, meet director, or referee; in open water competition, the geographical area and environs where the meet is conducted.

VERTICAL - At a right-angle perpendicular to the normal water level surface.

WALL - Vertical portion of the pool, contiguous surfaces of the deck and overflow gutter, the front portion of the starting block or platform, or the touchpad at the end of the course.

WARM-DOWN - Low-intensity swimming is used by a swimmer after a practice, set or race to rid the body of excess lactic acid, and to gradually reduce the heart rate and respiration.

WARM-UP - Low-intensity swimming used by a swimmer prior to a practice, set or race to get muscles loose and warm and gradually increase heart rate and respiration.

WARNING SIGNAL - A bell, whistle, air horn, or another appropriate audible device.

WATCHES - Stopwatches used to time the swimmers during a competition. When automatic timing equipment is used, watches serve as a back-up method.

WAVE - At an open water event, a second or subsequent start used if the start area cannot accommodate all contestants at the same time.

YARDAGE - The distance a swimmer races or swims in practice. Total yardage is usually calculated for each practice session.

ZONES - Southern Zone All-Star Championship Meet or Southern Zone Senior Championship Meet - contested once a year at the end of the long course season. To compete in the Age Group Meet, swimmers must be selected to the Florida Swimming All-Star Team. To compete in the Senior Meet, swimmers must achieve the qualifying Time Standards.



Carrollwood Village Swim Team

"Collective impact-the village way."