



## **TEAM HANDBOOK**

(Edited 10.13.2020)

We would like to welcome all of you to the Black Hawk Area Swim Team and competitive swimming. We hope you have a great experience with BLAST, and we look forward to working with both you and your child.

If you ever have questions please be sure to contact Melissa or a member of the Board of Directors.

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## **Introduction**

Welcome to BLAST and the wonderful world of competitive swimming!

Swimming is an art as well as a skill. Giving our swimmers encouragement, responsibilities, goals, and the direction to achieve these goals quite often results in a mature, self-disciplined athlete. BLAST hopes for our swimmers to be self-motivated, honest, and intelligent in their decision-making process and that their experience with BLAST is one that allows them to develop strong life skills to use in their everyday life.

Important information and policies are found in the BLAST Handbook. All families are encouraged to read it in its entirety. If there are any questions or suggestions regarding the BLAST Handbook, please contact the Head Coach or a Board Member. The BLAST Handbook will always be contained on the website and families will be notified by email of any changes. It is the responsibility of each family to use as a reference for the season.

## **Mission**

OUR MISSION is to provide the highest quality of competitive swimming to the families of Cedar Falls, Waterloo and surrounding area. We are interested in both the accomplished, competitive swimmer, as well as those just beginning the sport. The opportunity to train under an experienced coaching staff encourages each swimmer to improve their individual skills and performance.

## **Goal**

It is the overall goal of the Black Hawk Area Swim Team to provide opportunities for all members to:

- ❖ Improve their swimming skills and learn competitive strokes
- ❖ Strive toward achievement of their full potential as swimmers
- ❖ Participate in appropriate levels of competition at local, state, and national meets
- ❖ Learn self-discipline, goal setting, and good sportsmanship
- ❖ Develop a feeling of pride and accomplishment

## **Communication**

### **Web Site**

BLAST maintains an active Web Page – [www.blackhawkareawimteam.teampage.com](http://www.blackhawkareawimteam.teampage.com). This is the best way to get any and all information regarding BLAST. Checking the website weekly is highly encouraged. Information includes, but is not limited to: practice times and changes, meets, final results, board members, coaches, team records, and other swimming related links. Please be sure to check the website prior to calling coaches or board members with questions.

### **Weekly Minutes**

Weekly updates, reminders, and Board notices are sent via the team email list. If you do not receive these minutes, please check your team account in order to make sure your email(s) are correct in the system. You may add several email accounts as you wish by adding them to your account information.

### **Club Directory**

If you need to get in touch with other members of club in order to ask questions, form car pools, or for any other reasons, the team website can provide you with phone numbers of current members. If you do not want this information made available, you can indicate as such when you register.

## **Practices**

### **Times**

The coaching staff determines a season's practice schedule. Practice times can be found on the website. Swimmers are asked to be ready 5 minutes prior to the start of practice and picked up within 10 minutes of the end of practice.

### **Group Placement**

Coaches have final determination of a swimmer's group placement, which is based on age with consideration to the swimmer's ability and commitment level. (See Appendix. A)

### **Cancellation or Change**

If practice needs to be cancelled or changed due to a mechanical breakdown, weather, or an unforeseen event, every attempt will be made to communicate the cancellation/change as soon as possible via the website and/or through emails. In some cases, a last minute change will be posted on the door at the pool where practice is to be held. Please make sure that there are no such notices prior to leaving your swimmer for a practice.

### **Parent Reminders**

Parents are asked to drop off swimmers no more than 10 minutes before practice provided the coach is present and to pick up swimmers within 10 minutes of the end of practice. Parents/Guardians are welcome to observe practices, but should remain off the swim deck area.

### **Attendance**

Practices are offered a number of times per week. All families are to use their discretion in determining the number of practices the swimmer attends. Elite, Senior, Gold, Silver, and Bronze groups are required to attend a certain percentage of practices each month (See Appendix A). In the interest of the development of well-rounded individuals, BLAST understands that swimmers may participate in other activities and that schedules may overlap. Coaches always appreciate the notice of a swimmer's absence from practice, particularly in advance when possible.

## **Organizational Structure**

### **Non-Profit Status**

BLAST is a 501 C 3 non-profit corporation. Parents/Guardians may request to review the club financial statements by contacting a board member.

### **Local Level**

BLAST is governed by its' Board of Directors that are elected at the annual meeting The Board is responsible for the overall direction of BLAST. The responsibility for support operations of BLAST is assigned to individual volunteers.

### **State and National Levels**

BLAST is a member of both the United States of America Swimming (USA Swimming) and Iowa Swimming, Inc. (ISI) As a member of both, BLAST must adhere to rules and regulations set forth by these organizations. Reasons and benefits for BLAST being a member are:

- Athlete registration, Insurance coverage, Certification, and Training
- Education of coaches
- Establishment of national time standards
- Certification and training of meet officials
- Establishment of uniform procedures for swim meet competitions at the local, state, national, and international levels
- Financial assistance for regional and national meets.

## **Discipline**

All swimmers, while representing BLAST, are expected to abide by the BLAST Swimmer's Code of Conduct (App. B) that is provided during online registration. Coaches establish specific rules of conduct early in the season to which swimmers are expected to respect and follow. Coaches have the authority to enforce the rules of conduct as they deem necessary, which may or may not lead to the suspension or revoking of a swimmer's team membership. Such disciplinary actions will be reported to and reviewed by the Board of Directors.

For BLAST Team Travel Meets see the Travel Code of Conduct (App. C)

For Zone and National meets, the meet host sets discipline standards. Swimmers may be required to sign a discipline agreement form prior to attending these meets.

## **Coaching Staff**

The responsibility of hiring the Head Coach and/or Head Age Group Coach and determining his/her duties rests with the Board of Directors. The Head Coach is a full-time position while the assistant coaches' positions are part-time. The Head Coach is responsible for, but not limited to, directing the coaching staff in the implementation of his/her overall training program. The Head Coach will be available to the parents/guardians to discuss ideas, goals, or concerns on an individual basis.

## **Parent/Coach Relationship**

The BLAST coaching staff recognizes the value of working with a family in order for a swimmer to have the best chance of achieving his/her swimming goals; therefore, the head coaches encourage parents/guardians to discuss all comments, concerns or otherwise with them during appropriate times when there are no swimmers present. The coaching staff respectfully requests that parents/guardians do not engage in lengthy conversation with them while they are on deck coaching; instead, parents are encouraged to speak with coaches after practices or by setting a time for a meeting. At meets, parents/guardians are asked to aid the swimmer/coach relationship by allowing the swimmers to talk with the coach before talking to anyone else at the completion of an event.

The BLAST coaching staff realizes the importance of positive support and encourages parents/guardians to periodically review their actions that specifically relate to their child's swimming. Because the sport of competitive swimming is very demanding both physically and psychologically, it is important that parents/guardians are a positive support for both their swimmer and the coaching staff. Parents/Guardians are asked to remember the following:

- ❖ Parents/Guardians are asked to support the goals that your swimmer and coaches have set for themselves.
- ❖ Acknowledgment of even the slightest amount of improvement is always welcomed by your swimmer; as they won't always improve by leaps and bounds, even the small steps need recognition.
- ❖ Effort counts and should be praised! It's part of the learning process and leads to the road of success.
- ❖ Regardless of a swimmer winning or losing, a parent's/guardian's understanding and encouragement are always appreciated.
- ❖ Swimmers usually copy acts of sportsmanship from those around them; BLAST expects good sportsmanship like behavior from the swimmers, coaches, and parents/guardians.
- ❖ The satisfaction of achievement should be its' own reward. Bribes and threats are not the basis by which the coaching staff operates and does not encourage families to use these tactics to encourage better performance from their swimmers.
- ❖ Coaches are the professionals and have your swimmers' best interest in mind. Negative comments regarding the coaching staff made in front of swimmers can interfere with the swimmer/coach relationship and hinder the swimmer's development. Please express any and all criticisms to either the head coaches or to a Board Member.
- ❖ Thanking the coaches for aiding in your child's development as a swimmer is always appreciated.

## **Parent Involvement**

### **Volunteering**

Since BLAST cannot have a successful program without the involvement of all BLAST parents/guardians, each returning swimming family is encouraged to participate in fundraising activities. And in doing so can earn credit towards the next season's dues. Some examples of volunteer positions may be, but are not limited to, serving on the Board of Directors, Concessions Chair, Hospitality Chair, working at the home swim meets, participating in or organizing a fundraiser.

### **Home Meets**

BLAST hosts several, home meets each year, which require an extensive number of volunteers. Volunteer jobs vary in difficulty - from timing, to ribbon sorting, to officiating, to directing the meet - and necessitate varying amounts of training to perform each position. All families can receive credit towards the next season's dues by volunteering at the home meets. The different meet workers needed to run a meet are: Officials, meet set-up personnel, meet tear-down personnel, a hospitality coordinator, a concessions coordinator, meet entries person, meet director, timers, head timer, a runner, a meet marshal, and announcer, a person to run the timing console, people to run the results computer, and people to run the concessions. Sign-up are available on the team website. You must be signed into your account in order to access this feature of the website.

### **Fundraisers**

BLAST typically sponsors one fundraising activity each year. All returning families are required to participate in fundraising. New families are encouraged to participate. If a returning family decides not to participate in a fundraising activity, they will be charged a fundraising fee equal to the minimum amount of fundraising profit required from each family, which is \$60.

## **Uniform and Equipment Requirements**

### **Uniforms at Practice**

For Novice, Age Group 1, Age Group 2, and Age Group 3, a swimming suit in good condition and a pony tail holder or cap for those with long hair are needed for practice. Bikinis are not encouraged. For Bronze through Elite, a swimming suit in good condition, a kick board, a pull buoy, and a pair of flippers are the required uniforms at practice. Elite and Senior will also need paddles and a snorkel. Use of a cap and/or goggles is up to the discretion of each swimmer, but highly encouraged. Some kickboards, fins, pull buoys, are available for the swimmers to use. BLAST makes the purchase of these items available to the swimmers.

### **Uniforms at Meets**

If a BLAST member chooses to wear a cap at a swim meet, the swimmer is required to wear a BLAST team cap. BLAST swimmers will be required to purchase and wear the BLAST team suit at meets. Those who choose not to wear a BLAST team cap and/or team suit at a meet will need to swim as an unattached swimmer and may not participate in team relays. If a swimmer's cap becomes unable to wear at a meet, coaches will have extra BLAST team caps to purchase.

### **Suits at Meets**

All BLAST swimmers during the course of the season will wear 'BLAST team suits' at all meets throughout the year. Championship/Tech suits will only be worn at a swimmer's championship meet (state, sectionals, zones, etc) or the rarely approved in season meet. We believe that swimmers old enough to have championship suits should be working towards end of the season goals, where the athlete and coaching staff will direct the efforts of the season towards swimming at their peak at their championship meet. This means the training, rest, nutrition and suit selection should all reflect this.

### **Team Apparel**

Items such as, but not limited to, BLAST towels, BLAST t-shirts, BLAST sweatshirts, BLAST backpacks, BLAST team suits, BLAST sweat suits, BLAST water bottles, BLAST tattoos, and BLAST parkas, are ordered at different times throughout the season. Please watch for ordering information at the pools, on the web site, or via email.

## **Meets**

Participation in meets is not required, but highly encouraged. A swimmer must compete in the age group that is appropriate for their age as of the first day of the meet. Information about meets including date, warm-up and competition times for different age groups, events offered, time standards for the events, pool location, and possibly hotel information appear on the “Meet Announcement”, which can be found on the website.

### **Types of Meets**

- ❖ Dual Meets: BLAST may compete with one other team or in an intra-squad meet. These meets are typically one session, 2 hour meets.
- ❖ Invitational Meets: These meets involve a number of teams, take place over one, two, or three days, and typically have multiple sessions lasting 2 – 4 hours. Swimmers have the opportunity to swim a larger number of events than at a dual meet. These meets may have time standards that need to be met before a swimmer is allowed to participate in the meet and will say so in the naming of the meet. Some examples of different meet names are:
  - “Open”: All swimmers may participate in all sessions.
  - “Q”: All swimmers must have a “Q” time or faster in order to participate in each event.
  - “Q-“: Swimmers may only participate in events that they do not have a “Q” time in
  - “Prelim/Final”: the meet will have Preliminary and Final heats in at least one session. Swimmers who qualify for the Finals are expected to participate in them.
- ❖ Championship Meets: These meets have established time standards to ensure that each swimmer is competing at an appropriate level. These meets include:
  - Silvers: Swimmers who have not yet achieved the time standard for competition at a high level may do so at this meet, but must meet the minimum time standards.
  - Iowa Age Group Championships: Swimmer who have achieved a “Q” time standard.
  - Iowa Senior Championships: Swimmers of all ages who have achieved the Senior “Q” time standards.
  - Zones: Swimmers who have achieved a “AAA” time standard for their gender and age group. Held only in the summer and involves swimmers from several states.
  - USAS Speedo Sectional Championships: Swimmers of all ages who have achieved qualifying times faster than the National “AAA” time standards. These meets are held country wide each season.
  - Futures: Swimmers who have achieved Future Cuts. These meets are held at the end of the summer season in typically three locations throughout the United States.
  - Junior Nationals and National Championships: Senior swimmers at the highest level of national competition.

### **Age-Groups**

Age on the first day of the meet governs the swimmer’s age for the entire meet. The age group classifications for USA and ISI swimming are:

- “8 & Under”: any swimmer age 8 and younger
- “10 & Under”: any swimmer age 10 and younger
- “9-10”: only swimmers ages 9 or 10
- “11-12”: only swimmers ages 11 or 12
- “13-14”: only swimmer ages 13 or 14
- “Senior” or “Open”: any aged swimmer who has achieved the prescribed qualifying time for that event

### **Entering a Meet**

Only USA registered swimming members may participate in a USA sanctioned meet. Fees associated with participating in these meets which may include, but are not limited to, a splash fee (typically \$5 per swimmer\*), an individual event fee (typically \$5 or higher per event\*), a relay fee (typically \$8 or higher per relay\*), and a traveling fee (typically \$10 per meet). A BLAST meet schedule can be found on the website. \*Fees are for meets held in Iowa. Meets held outside of Iowa will vary. The family must be in good financial standing with the club to be able to participate in meets.

### **Entering a BLAST Scheduled Meet**

Meet Invitations and BLAST sign-up deadlines can be found on our team website. Swimmers are to sign-up for a meet online, listing any preferred events, days they can participate. If you miss the BLAST deadline, it is your responsibility, not the coaches, to check to see if the Host Club will still accept entries. You should also be prepared to pay for additional late entry fees.

### **Entering a Non-BLAST Scheduled Meet**

All registered BLAST swimmers may compete in any USA Swimming sanctioned meet in the USA. For example, a swimmer vacationing in Florida may enter an USA Swimming sanctioned meet. It is the swimmer's responsibility to sign-up him/herself for that meet. A swimmer's best times can be found at [www.usaswimming.org](http://www.usaswimming.org), under the times/time standards tab or by signing in to the BLAST website and doing a time search.

### **Team Travel Meets**

BLAST's "travel team" consists mainly of swimmer's who are typically in the Senior groups and are 13 years or older. Some swimmers 11 or 12 years old, may attend a single session meet with the traveling team. This allows athletes to get comfortable traveling to meets on their own (which they will do in high school and college), teaches them to take more ownership in their own swimming, and keeps costs down for the families. The total travel cost for the team will be divided up among those athletes attending and will be billed to your team account. Athletes also need to bring enough money to eat throughout the weekend (approximately \$30 per day unless we have hotel breakfast).

### **What to Take to a Swim Meet**

- Swim suit (an extra is a good idea), goggles, BLAST cap
- Two or more towels
- Sweat suit or warm-ups or BLAST parka
- Playing cards, games, books, etc.
- Blanket or sleeping bag (lawn chairs in summer)
- Water bottle and liquids to drink.

Concessions are usually available at most meets; however, many families bring their own snacks and coolers. It is best to keep the snacks light and easily digestible.

### **Team Lodging at Meets**

For some out of town meets, BLAST's designated travel agency, R&R Travel, will provide discounted rooms for overnight stays. If hotel rooms are available, they will be listed on the website under meet information. Families are encouraged to utilize these accommodations and sign up for them when signing up for the swim meet. Ruth is our travel agent and she can be reached at 641-228-1235.

### **At the Meet**

Swimmers are requested to be on deck and ready to swim 15 minutes prior to warm-ups in order to allow the team to gather, stretch, and enter the pool together. Coaches will inform the swimmers of the meet procedures – warm-ups, cool-downs, clerk of course areas, etc. As for USA Swimming rules, spectators are not allowed to be on the deck except in designated areas. Meet programs indicating the order of events and list the swimmers in that event, can be purchased from the host team. Swimmers are responsible for knowing which events they are swimming, their event numbers, and their heat and lane assignments. Typically, swimmers write this information on a body part in order to remember it. Please remember to confirm with the coaches if you are swimming a relay. A short team meeting might be held after warm-ups to go over any changes. Swimmers have the responsibility of listening for their event numbers to be called, talking with the coaches prior to their event, and getting themselves to the clerk of course or behind the blocks for their race. At the end of their race, swimmers are expected to ask for and remember their times, report immediately to their coaches, and listen to their coaches' comments before they join their families. If a coach is engaged in coaching another swimmer, swimmers ought to wait patiently for their turn to be addressed. Swimmers are then released to talk with their friends and family. At the end of the meet, most awards will be given to the coaches to distribute to their teams. However, some awards such as individual and team high point awards may be handed out at the end of the meet. You may ask the coaching staff if you are unsure of the host team's procedure.

## **Accounts, Fees, and Credits**

### **Accounts**

Each BLAST family has an account. Statements can be found on the team website. BLAST members are required to have a bank or credit card on file with the system in order to pay their bill in full each month. Those families that need to make other arrangements need to contact the treasurer to do so. A third party security firm keeps these cards, and no one from BLAST will have access to these cards.

### **Seasonal Fees**

#### Novice - Age Group 3

At the time of registration USA Registration Fee (every August) + 1 month's dues for your child's group

On the first of each month you will be billed your monthly rate for the remainder of the season

Winter Season (October 1, November 1, December 1, January 1, February 1)

Summer Season (April 1, May 1, June 1, July 1)

#### Bronze - Elite

At the time of registration USA Registration Fee (every August) + 1 month's dues for your child's group

On the first of each month you will be billed your monthly rate for the remainder of the season

Winter Season (October 1, November 1, December 1, January 1, February 1)

Summer Season (April 1, May 1, June 1, July 1)

#### High School Boys and Girls

At time of registration USA Registration Fee + 1 month's dues for your child's group

On the first of each month you will be billed your monthly rate for the remainder of the season

### **USA Swimming Registration Fee**

This fee is an annual fee that all swimmers wishing to be USA Swimming members must pay. The fee is collected by each team and forwarded with a swimmer's USA Swimming registration form to USA Swimming to cover insurance costs. BLAST does not retain any of these fees. This fee must be paid prior to a swimmer entering the water and is non-refundable.

### **Fundraising Fee**

All returning families are required to participate in BLAST's seasonal fundraisers. If a returning family decides not to participate in a fundraising activity, they will be charged a fundraising fee equal to the minimum amount of fundraising profit required from each family, which is currently \$60.

### **Equipment/Apparel Fee**

All equipment and apparel such as, but not limited to, goggles, caps, suits, t-shirts, sweatshirts, warm-ups, parka, water bottles, fins, snorkels, and towels, must be paid for at the time of purchase unless otherwise noted.

### **Meet Fees**

All meet entry fees including, but not limited to, splash fees, individual event fees, relay fees, and BLAST fee of either \$10 for in-state meets (but not including home meets) or \$20 for out-of-state meets, must be paid within one month after the meet. These fees are non-refundable once meet entries are sent in and will be assessed to each family even if a swimmer cannot make the meet. Hotel and travel expenses will be added to the Travel Team's fees. The meet fees are non-refundable and will be added to your bill each month.

### **Credits**

All families have an opportunity to earn BLAST credit for future seasons by volunteering at any meet BLAST hosts. A list of jobs and credits applicable can be found as APP D



**Unpaid Account Balances**

The Board will review accounts, which go unpaid for 30 days, and the swimmer(s) of that family will be asked to exit the pool until payment or an arrangement for payment is made. If there are questions about charges made to your account, contact the BLAST Treasurer immediately. Please do not let any concerns manifest for several months before attempting to settle the matter.

## APPENDIX A

### **BLAST TEAM GROUPS**

#### **Novice**

In this group, a swimmer should:

- Be able to complete a full length of the pool (25 yards) on their stomach and on their back.
- Be 8 years old or younger.
- Be willing to be introduced to team and competitive swimming.

Expectations/skills learned in this group are:

- Freestyle and backstroke will be the primary strokes focused on, the development of technique being the min focus.
- Members will be encouraged to try one or more of our home meets. Coaches will choose the swimmer's events at the meets.

Practices are offered for forty-five minutes twice a week.

#### **Age Group 1**

In this group, a swimmer should:

- Be able to swim two lengths of the pool (50 yards) legally and without stopping using both the freestyle and backstroke.
- Be 7-11 years old
- Be willing to swim competitively at our home meets.

Expectations/skills learned in this group are:

- 100 freestyle
- Butterfly
- Racing starts
- Flip turns
- Breaststroke kick
- Members will be expected to participate in our home meets and a championship meet to end their season (Silvers or State). The coach will choose the swimmer's events at the meets.

Practices are offered for forty-five minutes three days a week.

## **Age Group 2**

In this group, a swimmer should:

- Be able to swim two lengths of the pool (50 yards) legally and without stopping using both the freestyle and backstroke
- Be able to swim one length (25 yards) of butterfly
- Be able to perform a somersault in the water
- Be 8-12 years old
- Be willing to swim competitively at our home meets.

Expectations/skills learned in this group are:

- Breaststroke
- 500 Free
- Racing starts
- Flip turns
- Breaststroke kick
- Members will be expected to participate in our home meets and a championship meet to end their season (Silvers or State). The coach will choose the swimmer's events at the meets.

Practices are offered for sixty minutes three days a week.

## **Age Group 3**

In this group, a swimmer should:

- Be able to swim all four competitive strokes legally
- Be able to perform a racing start
- Be able to perform a flip turn
- Be 8-12 years old
- Be willing to swim competitively at meets.

Expectations/skills learned in this group are:

- Continued development of strokes, turns, and starts
- Continued development of more challenging drills
- Introduction of test sets and more challenging training elements
- Swimmers are expected to attend at least three practices a week
- Members will be expected to participate in our home meets and a championship meet to end their season (Silvers or State). The coach will choose the swimmer's events at the meets.

Practices are offered for sixty to sixty minutes four days a week.

## **Bronze**

In this group, a swimmer should:

- Be able to swim all four competitive strokes legally
- Be able to perform a racing start and all competitive turns
- Be able to swim a 300 free and a 200 back, breast or fly
- Be 11-13 years old

Expectations/skills learned in this group are:

- Continued development of strokes, turns, and starts
- Continued development of more challenging drills and sets
- Dryland will be introduced
- Be able to comprehend and execute multi-layers sets
- Swimmers are expected to attend at least three practices a week
- Members will be expected to participate in our home meets, at least 1 away meet, and a championship meet to end their season (Silvers or State). The coach will choose the swimmer's events at the meets.

Practices are offered for sixty minutes four days a week.

## **Silver**

In this group, a swimmer should:

- Be able to swim all four competitive strokes legally
- Be able to perform a racing start and all competitive turns
- Be able to swim a 300 free and a 200 back, breast and fly
- Be 12-14 years old

Expectations/skills learned in this group are:

- Continued development of strokes, turns, and starts
- Continued development of more challenging drills, sets and dryland
- Be able to comprehend and execute multi-layers sets
- Swimmers are expected to attend at least four practices a week
- Team travel will be introduced
- Members will be expected to participate in our home meets, at least 3 away meets, and a championship meet to end their season (Silvers or State or Zones). The coach will choose the swimmer's events at the meets.

Practices are offered for seventy-five minutes four days a week.

## **Gold**

In this group, a swimmer should:

- Be able to swim all four competitive strokes legally
- Be able to perform a racing start and all competitive turns
- Be able to swim a 500 free and a 200 back, breast or fly
- Be going into or attending high school

Expectations/skills learned in this group are:

- Execute advanced training methods
- Execute intense dryland program
- Be able to comprehend and execute multi-layers sets
- Swimmers are expected to attend at least five practices a week
- Team travel will be expected
- Members will be expected to participate in our home meets, at least 3 away meets, and a championship meet to end their season (State, Zones, Sectionals). The coach will choose the swimmer's events at the meets.

Practices are offered for ninety minutes five days a week.

## **Senior/Elite**

In this group, a swimmer should:

- Be able to swim all four competitive strokes legally
- Be able to perform a racing start and all competitive turns
- Be able to swim a 500 free and a 200 back, breast or fly
- Be going into or attending high school

Expectations/skills learned in this group are:

- Execute advanced training methods
- Execute intense dryland program
- Primary extracurricular activity emphasizing on competing at a collegiate level
- Swimmers are expected to attend at least seven practices a week
- Team travel will be expected
- Members will be expected to participate in our home meets, at least 3 away meets, and a championship meet to end their season (State, Sectionals, Futures, Jr Nationals, Nationals). The coach will choose the swimmer's events at the meets.

Practices are offered for 120 minutes six days a week.

## APPENDIX B

### **BLAST TEAM TRAVEL POLICY**

#### Section 1 - USA Swimming Required 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 – BLAST Team Policies

- a) During team travel, room checks will be completed each night. Following room checks athletes are expected to stay in their rooms unless they obtain permission from a coach or chaperone.
- b) Athletes will not ride in a coach's vehicle without another athlete present, unless prior parental permission is obtained.
- c) During overnight team travel, if athletes are paired with other athletes they shall always be of the same gender; and should be a similar age when possible.
- 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 with the door closed (unless the other athlete is a sibling or spouse of that particular athlete).
- f) The athletes are responsible for the BLAST code of conduct (contained in the BLAST handbook).
- g) Curfews shall be established by the team or LSC staff each day of the trip.
- h) 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.
- i) The directions & decisions of coaches/chaperones are final.
- j) Swimmers are expected to remain with the team at all times 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 coach or chaperone.
- k) When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than two persons. 12 & Under athletes will be accompanied by a chaperone.

Section 3 - Expectations

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors, and the public at all times.
- b. 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.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. 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 BLAST program. Athlete behavior must positively reflect the high standards of the club.

Section 4 - Failure to Meet Expectations

- a. Failure to comply with this document may result in disciplinary action. Such discipline may include, but may not be limited to:
- 1. Dismissal from the trip and immediate return home at the athlete's expense
  - 2. Disqualification from one or more events, or all events of competition
  - 3. Disqualification from future team travel meets
  - 4. Financial penalties
  - 5. Dismissal from the team

By signing below I understand that the athlete will be held accountable for all of the items involved in this contract. Failure to comply with the items outlined in this contract will result in the disciplinary actions provided above. I also release BLAST from any liability during the course of the trip.

\_\_\_\_\_  
Athlete's Signature

\_\_\_\_\_  
Parent's Signature

**APPENDIX C**

**ATHLETES CODE OF CONDUCT**

I pledge to make this a positive experience for my team, to try to the best of my ability, and to behave like a responsible and respectful athlete:

- I will show respect for myself, my coaches, my team, the officials, and administrators, the equipment or property and this sport.
- I will work equally hard for myself and my team without displaying disruptive or disrespectful behavior.
- I will remember that I am a representative of my team and my community and conduct myself appropriately.
- I will be courteous to the other teams and athletes at all times.
- I will cooperate with my coaches and teammates and comply with any team rules established by Blast or the coaching staff.
- I will promise to do my best, have fun and participate for my own enjoyment and benefit.

**PARENTS CODE OF CONDUCT**

I pledge to provide positive support and encouragement for my child by following this parent' code of conduct.

- I will encourage and demonstrate good sportsmanship for all athletes, coaches, and officials every meet, practice or other event.
- I will show respect for myself, coaches, and athletes in order to encourage a positive and enjoyable experience.
- I will insist that my child participate in a safe and healthy environment.
- I will respect the coach's decisions and teach my child to do likewise.
- I will encourage my child, not force them, to participate.
- I will not ridicule or yell at an athlete, coach, or official.
- I will do my best to make this sport fun and a good experience for my athlete.

**ATHLETES & PARENTS CODE OF ETHICS**

We have read the pledges and understand its elements and importance. We vow to do our best to follow the code to the best of our abilities at all times. We also realize that should we break the code there will be consequences, which may include but may not be limited to the following:

1st offense – Athlete or parent will be asked to leave practice or competition.

2<sup>nd</sup> offense – Athlete or parent will be suspended from practice or competition for a week.

3<sup>rd</sup> offense – Athlete will be asked to leave the team without reimbursement.

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Athlete Signature

Parent Signature

Date



APPENDIX D  
**BLAST's Volunteer Credit Policy**

BLAST succeeds because of its' volunteer support. As a token of gratitude to those who give up their time and efforts for the betterment of BLAST, the following policy has been adopted:

Throughout each season, volunteer opportunities are made available on-line through Team Unify. Families are asked to sign-up on a first available basis for the jobs needed to run a meet or other event sponsored by BLAST. At the end of each season, each family's number of Volunteer Credits are tallied. The credits are then allocated to each family's BLAST account to offset part or all of the following season's BLAST dues.

**Credits**

Credits will be valued at \$3.00/credit. A family may earn up to the number of credits equal to or less than the amount of their BLAST dues for the next season. Credits are non-transferable. Volunteer Credits may not be applied to any season prior to or in which they are earned, and will only be applied toward the immediately following season's BLAST dues or they are forfeited. No other fees incurred on a BLAST family's account, other than BLAST dues, may be credited with BLAST Volunteer Credits.

**Workers**

The following lists the typical workers needed to successfully administer a swim meet. Each position is assigned a credit value per session worked. The credits are based on the position's time involved, flexibility of position, and amount of training needed for the position.

<u>Position</u>	<u>Credits</u>
Clerk of Course	1
No Parking Signs	1
Set Up	1
Tear Down	1
Awards	2
Concessions	2
DQ Slip Runner	2
Griller	2
Hospitality	2
Jack of All Trades	2
Meet Marshall	2
Runner	2
Announcer	3
Head Timer	3
Timer	3
Console	4
Meet Head Timer	4
Official	4
Results Computer	4

**Directors**

The following lists the typical coordinators needed to successfully administer a swim meet. Each position is given a one-time credit value per meet with no more than two coordinators per meet.

<u>Position</u>	<u>Credits (1day meet/2+day meet)</u>
Concessions Director	8/15
Entries Director	8/15
Hospitality Director	8/15
Meet Director	8/15
Referee Director	8/15

### **Meets**

Volunteers may earn credits at all sanctioned meets hosted by BLAST, with the exception of the two Last Chance meets. Due to the nature of the Last Chance meet, workers of a Last Chance meet will not receive credits if they have a family member participating in the meet. If a worker does not have a participant in the meet, then it shall be left to the Meet Director to allocate a fair number of credits to the worker's family account.

### **Silver and State Meet Workers**

At the ISI State and Silver meets, "Clubs and unattached swimmers participating in this meet must provide 50% of the timers and/or officials on a prorated basis according to number of entries."\* In order to fill these required positions, the following order of events will occur:

1. Open positions required to be filled by BLAST will be offered to all BLAST families to voluntarily fill.
2. Any remaining spots will be filled based on number of BLAST Volunteer Credits accumulated throughout the current season. The family with the least accumulated credits with a swimmer in a session with an open spot will be required to supply one adult to fill that position.
3. Remaining open positions will be filled by the family with the next lowest accumulated credit total with a swimmer in that session until all required positions are filled.
4. If a family is unable to fulfill this responsibility, they may locate someone to work for them or they will be assessed a \$50.00 charge, the cost to hire someone to fill that position.

\*ISI Policies and Procedures. Section K.I.F, Section K.II.C.7, Section K.II.B.7, and Section K.II.C.8

## **Action Plan of the BLAST to Address Bullying**

### **PURPOSE**

Bullying is unacceptable at BLAST and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. BLAST is committed to providing a safe and caring environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

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

1. To make it clear that BLAST will not tolerate bullying.
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.

### **WHAT IS BULLYING?**

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

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

### **REPORTING PROCEDURE**

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

- Talk to your parents;
- Talk to a Club Coach, Board Member, 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.

## **HANDLING PROCEDURE**

If bullying is occurring during team-related activities, we stop the bullying immediately by 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.

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:

1. Find out what
  - A. We get the facts.
  - B. We determine whether the situation is bullying or something else.
    - i. Review the USA Swimming definition of bullying.
    - ii. Consider the following questions:
      - ~ What is the history between the kids involved?
      - ~ Have there been past conflicts?
      - ~ Is there a power imbalance?
      - ~ Has this happened before? Is the child worried it will happen again?
2. Support the kids involved
  - A. Support the kids who are being bullied
    - 1) Listen and focus on the child.
    - 2) Work together – parents, team members and coaches - to resolve the situation and protect the bullied child.
    - 3) Develop a game plan. Discuss the steps that will be taken and how bullying will be addressed going forward.
    - 4) Continue to monitor the situation.
  - B. Address bullying behavior
    - 1) Make sure the child knows what the problem behavior is.
    - 2) Tell the child that bullying will not be tolerated.
    - 3) Involve the kid who bullied in making amends or repairing the situation when possible.
    - 4) Follow-up.

## Appendix F

### **ELECTRONIC COMMUNICATION POLICY**

#### **PURPOSE**

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

#### **GENERAL CONTENT**

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

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

- Drug or alcohol use
- Sexually oriented conversation; sexually explicit language; sexual activity
- The adult's personal life; social activities; relationship or family issues, or personal problems
- Inappropriate or sexually explicit pictures
- Any communication regarding an athlete's personal life, social activities, relationships or family issues must be transparent, accessible and professional

Whether one is an athlete, coach, board member, or parent; the guiding principle should always be

"Is this communication something that someone would find appropriate or acceptable in a face to face meeting? Or

"Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents the coaching staff, the board or other athletes?"

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

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo, and expectations.

Accessible: All electronic communication between coaches and athletes should be considered matter of record and part of BLAST's records. Whenever possible, include another parent or coach in the communication so there is no question of accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of BLAST. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

**REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS**

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