



Team Handbook

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

If you ever have questions, please be sure to contact Melissa Woltz, Head Coach and Program Director (HCPD) or a member of the Board of Directors. Contact information for current Board members can be found on our team website.

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Introduction

Welcome to BLST 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. BLST hopes for our swimmers to be self-motivated, honest, and intelligent in their decision-making process and that their experience with BLST allows them to develop strong life skills to use in their everyday life.

Important information and policies are found in the BLST Handbook. All families are encouraged to read it in its entirety. If there are any questions or suggestions regarding the BLST Handbook, please contact the Head Coach or a Board Member. The BLST Handbook is located on our website and families will be notified by email of any changes. It is the responsibility of each family to use this 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, Waverly, and surrounding areas. 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 in a safe and supportive environment.

Goal

Our Goal is to offer members an opportunity: to promote amateur swimming; to assist children in their physical, social, emotional and character development by teaching them the values of physical conditioning, positive peer influence, goal-setting, team-building, character development, positive self-esteem, and sportsmanship; to provide on-going support services to the coaches and adult volunteers who serve as mentors and positive role models in the lives of these children; to provide outreach programs within the community to expose the sport of competitive swimming and the life skill of swimming to the greatest number of children possible; to join with other swim clubs, swimming organizations, and athletic organizations in creating a climate of maximum human growth and development for these children and their families through common resources, education and action; TO HAVE FUN!

Communication

Website

BLST maintains an active website – <https://www.gomotionapp.com/team/iablast/page/home>, it is highly encouraged to familiarize yourself with this website as it contains helpful and valuable information. Please refer to weekly email updates provided by the HCPD to obtain the most up to date information regarding BLST. 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 weekly updates as well as the website, prior to contacting coaches or board members with questions.

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 determine the group placement of swimmers based on age, 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 via email. 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 at 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 several times per week. All families are to use their discretion in determining the number of practices their 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, BLST 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

BLST 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

BLST is governed by its elected Board of Directors. The Board is responsible for the overall direction of BLST. The responsibility for support operations of BLST is assigned to individual volunteers.

State and National Levels

BLST is a member of both USA Swimming and Iowa Swimming, Inc. (IASI). As a member, BLST must adhere to rules and regulations set forth by each of these organizations. Membership to these organization provides BLST the following benefits:

- 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 BLST, are expected to abide by the BLST Swimmer's Code of Conduct ([Appendix C](#)) 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 BLST Team Travel Meets see the Travel Code of Conduct. ([Appendix B](#))

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 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 BLST coaching staff recognizes the value of working with a family for a swimmer to have the best chance of achieving his/her swimming goals. Therefore, the head coaches encourage parents/guardians to discuss all questions, comments, or concerns 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 BLST 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 is always appreciated.
- Swimmers usually copy acts of sportsmanship from those around them; BLST 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 a board member.
- Thanking the coaches for aiding in your child's development as a swimmer is always appreciated.

Parent Involvement

Volunteering

BLST cannot have a successful program without the involvement of all BLST parents/guardians. As such, each swimming family is encouraged to volunteer. Doing so can earn credit towards the next season's dues. Examples of volunteer positions include but are not limited to: serving on the Board of Directors, Concessions Chair, Hospitality Chair, working at hosted swim meets, and participating in or organizing a fundraiser.

Home Meets

BLST 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. Sign-ups are available on the team website. You must be signed into your account to access this feature of the website. The different volunteer positions needed to run a meet are:

- Officials
- Meet set-up and tear-down personnel
- Hospitality coordinator
- Concessions coordinator
- Meet entries person
- Meet director

- Timers
- Head timer
- Runner
- Meet marshals, 1 male and 1 female
- Announcer
- Individual to run the timing console
- Individual to run the results computer
- Individuals to run the concessions

Fundraisers

BLST typically sponsors one fundraising activity each year. All returning families are encouraged to participate in fundraising.

Uniform and Equipment Requirements

Uniforms at Practice

All practice groups require a swimming suit in good condition, goggles, and water bottle. A swim cap is optional but preferred for those with long hair. Bronze & Silver groups also need a mesh bag, kickboard, pull buoy and fins. Gold & Focus groups require a mesh bag, kickboard, pull buoy, fins, paddles and a snorkel. Senior and Elite groups require a mesh bag, kickboard, pull buoy, fins, paddles, snorkel, ankle band, resistance gloves, parachute and three tennis balls. You can find a listing of equipment requirements on our team site. Bikinis are not encouraged. Some kickboards, fins, and pull buoys are available for the swimmers to use. BLST makes the purchase of these items available to swimmers. BLST does offer a buyback program for equipment still in good condition.

Uniforms at Meets

If a BLST swimmer chooses to wear a cap at a swim meet, it is required to be a BLST team cap. BLST swimmers will be required to purchase and wear the BLST team suit, cap, and team sponsor shirt at meets. Those who choose not to wear a BLST team cap, team suit, or team sponsor shirt 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 BLST team caps to purchase.

Suits at Meets

All BLST swimmers will wear BLST 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 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, BLST towels, t-shirts, sweatshirts, shorts, backpacks, warm up suits, water bottles, and parkas are ordered at different times throughout the season. Please watch for ordering information 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(s), 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 our team website.

Types of Meets

- Dual Meets: BLST 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:
 - **Regionals:** 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:** Swimmers 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 IASI 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 swimmers ages 13 or 14
- “15 & Over”: only swimmers aged 15 or up
- “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 \$6 per swimmer*), an individual event fee (typically \$6 or higher per event*), a relay fee (typically \$8 or higher per relay*), and a traveling fee (typically \$10 per meet). A BLST meet schedule can be found on the team 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.

If you miss the BLST deadline, it is your responsibility, not the coaches, to determine if the Host Club will still accept entries. You should also be prepared to pay additional late entry fees.

Entering a Non-BLST Scheduled Meet

All registered BLST swimmers may compete in any USA Swimming sanctioned meet in the USA. For example, a swimmer vacationing in Florida may enter a USA Swimming sanctioned meet. It is the swimmer’s responsibility to sign him/herself up for that meet. A swimmer’s best times can be found at www.usaswimming.org, under the times/time standards tab.

Team Travel Meets

BLST’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 swimming, and keeps costs down for the families. The total travel cost for the team will be divided amongst 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 Bring to a Swim Meet

- BLST team swimsuit (an extra is a good idea), goggles, BLST cap, BLST team sponsor shirt
- Two or more towels
- Sweat suit or warm-ups or BLST parka
- Playing cards, games, books, etc.
- Blanket or sleeping bag (lawn chairs in summer)
- Water bottle and liquids to drink
- Light and easily digestible snacks

Concessions are not always available at swim meets and when available, many families still elect to bring their own snacks and coolers.

Team Lodging at Meets

For some championship meets, BLST will try to obtain 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.

At the Meet

Swimmers are requested to be on deck and ready to swim 15 minutes prior to warm-ups 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, also known as heat sheets, indicate the order of events and list the swimmers in those events, can be found on the hosted team website or 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 their hand or arm 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 should 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 BLST family has an account. Statements can be found on the team website. BLST members are required to have a bank account or credit/debit card on file with the system 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 BLST will have access to these cards.

Seasonal Fees

Novice - Elite

BLST registration fee is equal to 1 month's dues for your swimmer's group and will be billed upon registering at the start of each season. An annual fee of \$25 will be applied at registration for your swimmer's BLST team shirt and meet swim cap. On the first of each month, you will be billed your monthly dues, which will include monthly practice fees, meet fees, as well as any additional items such as caps or team suits that were requested the previous month. These monthly automatic payments will

take place:

Winter Season: Oct 1, Nov 1, Dec 1, Jan 1, Feb 1., and Mar 1 if applicable. (If a swimmer attends a championship meet in Feb, those meet fees will be automatically applied March 1).

Summer Season: April 1, May 1, June 1, July 1., and Aug 1 if applicable. (If a swimmer attends a championship meet in July, those meet fees will be automatically applied August 1).

High School Boys and Girls

A swimmer coming back from the HS season must register prior to participating in BLST practice. BLST registration fee is equal to 1 month's dues for your swimmer's group and will be billed upon registering. Thereafter, on the first of each month, you will be billed your monthly dues, which will include monthly practice fees, meet fees, as well as any additional items such as caps or team suits that were requested the previous month. Please note, a swimmer must be a registered USA Swimming member for their High School District and State Meet times to count under USA Swimming and carry over to BLST.

USA Swimming Registration Fee

This fee is an annual fee that all swimmers must pay to participate in meets. You must register your swimmer under the USA Swimming website, under 'Premium Membership'. BLST does not retain any of these fees. This fee must be paid prior to a swimmer entering the water and is non-refundable.

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 BLST fee of either \$10 for in-state meets (but not including home meets) or \$25 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 is unable to attend 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 BLST credit for future seasons by volunteering at any meet hosted by BLST. A list of jobs and applicable credits can be found under [Appendix D](#).

Unpaid Account Balances

The Board will review accounts that go unpaid for 30 days. 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 BLST Treasurer immediately. Please do not let any concerns manifest for several months before attempting to settle the matter.

APPENDIX A – BLST Group Descriptions

Novice

Swimmers should have passed Red Cross Level IV or an equivalent and be able to complete a full length of the pool swimming front crawl and backstroke without stopping. This group serves as an introduction to the team and competitive swimming. Freestyle and backstroke will be the primary strokes focused on, with the development of technique being paramount. These athletes are typically 8 and under in age and will be encouraged to try one or more of our home meets. Coaches will discuss with the parents and athletes which events they should swim at these meets.

Age Group 1 (AG1)

Swimmers should be able to swim freestyle and backstroke. AG1 introduces butterfly.

Age Group 2 (AG2)

Swimmers should be able to swim four lengths of freestyle, two lengths of backstroke, and one length of butterfly legally. AG2 introduces breaststroke.

Age Group 3 (AG3)

Swimmers need to be able to swim all four competitive strokes correctly and in order. AG3 introduces individual medley (IM).

Bronze

Bronze Swimmers are working to achieve Regional qualifying standards. Expected attendance is (4) practices per week.

Silver

Swimmers 10-13 years old who have achieved 11-12 Regional qualifying standards. Expected attendance is (4) practices per week.

Focus

Jr High and older looking to maintain training throughout the year. Practices are offered (4) days per week.

Gold

Gold training group is for swimmers who have achieved 11-12 State qualifying standards. Expected attendance is (5) practices per week.

Senior

8th graders and up or those who have achieved multiple 13-14 State qualifying standards. Expected attendance is (6) practices per week.

Elite

Our Elite group is a Coach-selected training group based on attitude, performance, and motivation to achieve National level standards (minimum Sectional qualifying standards) in swimming. Expected attendance is (8) practices per week.

College

Our College group is for athletes that have come to BLST to train during the summer, or during time off from their college season. Athletes may be alumni of the program or new athletes that would like to train with the BLST during the summer or in between colleges.

APPENDIX B – BLST 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 – BLST 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 BLST 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 BLST 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 BLST from any liability during the course of the trip.

Athlete's Signature

Parent's Signature

APPENDIX C – Code of Conduct/Ethics

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 BLST 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.

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

3rd offense – Athlete will be asked to leave the team without reimbursement.

Athlete Signature

Parent Signature

Date

BLST Coach Code of Conduct

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- At all times, adhere to USA Swimming's rules and code of conduct.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's board of directors.

APPENDIX D – BLST’s Volunteer Credit Policy

BLST succeeds because of its volunteer support. As a token of gratitude to those who give up their time and efforts for the betterment of BLST, 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 BLST. At the end of each season, each family’s number of Volunteer Credits are tallied. The credits are then allocated to each family’s BLST account to offset part or all of the following season’s BLST dues.

Credits

Credits will be valued at \$5 per volunteer hour. A family may earn up to the number of credits equal to or less than the amount of their BLST 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 following season’s BLST dues or they are forfeited. No other fees incurred on a BLST family’s account, other than BLST dues, may be credited with BLST Volunteer Credits.

Volunteer Positions

The following lists the typical volunteer positions needed to successfully host a swim meet.

Announcer

This position will announce each event, heat and swimmer in the water. The announcer will play the National Anthem or Pledge of Allegiance at the start of the session. Throughout the session the announcer will also make mention of concessions and food trucks (if applicable). Announce any specific deals, types of foods available, times the concession stand, or food trucks are available, etc. This position will also need to promote BLST sponsors as well as remind the spectators of any vendors on site during that session. The announcer will also be responsible for providing walk-out music during the finals sessions for championship heats.

Awards

Organize and label ribbons, medals and other awards for the swimmers separating them by team. The labels will come from the admin table. The labeled awards will go into a bag or container to be taken home by the team's coach, unless there is an awards ceremony. If there is a final award ceremony during a session, this position helps to ensure the ceremony runs smoothly and prizes go to the appropriate swimmers.

Clerk of Course

This position is generally only needed during the 25’s in a short course pool or 50’s in a long course pool. The CoC will help younger swimmers get to their correct lane and in the right heat, so they do not miss their events. You will be helping the swimmers get lined up and stay in the correct order.

Concessions

Duties include counting and handling money as you serve customers, keeping the concessions area clean and presentable, and displaying food so that it is easy to see and customer friendly. As a concessions volunteer you may need to help with setup of the space at the beginning of the day and cleanup of the at the end of each day and at the end of the meet. At the end of the meet, examine all remaining food, check expiration dates and ensure that the food will be sellable at the next meet. If it will be expired before the next meet it should not be put back into storage.

Daktronics Timing Console Operator

Assists at the admin table using the timing console to ensure the timing system is working accurately. If you have not done this position before training will need to be provided.

Head Timer

This position is the lead for the timing team. The Head Timer works with the Meet Referee and Meet Director to determine the rules for the session and coaches the timing team on those rules. This role ensures all timers are following safe sport rules and helps to maintain discipline behind the starting blocks. The head timer always starts two stopwatches to ensure all lanes will be covered if there is an issue with another timer’s watch. This position will also

relieve a timer if they need a restroom break. The Head Timer also helps to provide refreshments for the timing team when opportunity arises. When necessary the Head Timer provides prizes to heat winners.

Hospitality

This position is responsible for organizing and setting up food and drink for officials, coaches and meet directors. You may need to help prepare food and drink and be in communication with concessions, the meet director and the Meet Marshal. This position may need to organize and store cooking equipment and food items. Keep the hospitality area clean, organized, and safe. At the end of the meet, this position reviews what worked well and what might need to be done differently. If there is any packaged food left check the expiration dates to see if the items can be stored for future use.

Jack of All Trades

This position is a catch-all position. As the jack-of-all-trades you may need to fill-in for most other positions at any given time. If a situation arises where another person needs to step away from their assigned task you may need to step in. Other responsibilities may include aiding the Meet Director, help the Meet Marshals with discipline issues, and possibly help with equipment issues and sometimes act as a gopher. Check in with Concessions and Hospitality regularly to see if they need anything.

Meet Marshal

Per the USA Swimming rule book, the Meet Marshals (one male and one female): "Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The Marshals shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet." Unlike other volunteer positions, the Meet Marshals must complete an athlete safety training course on the USA Swimming website before applying. These vital positions ensure that all stays safe for swimmers, spectators, and volunteers. Meet Marshals may also relay messages and provide aid to other volunteers as needed.

Meet set-up/Tear-down

The setup team helps prepare the facility for the meet under the direction of the coach/meet director. This is a physical role, but most responsibilities are doable for an able-bodied adult. Typical tasks include hauling equipment from storage to the meet, carrying materials into the pool space, setting up tables and chairs, preparing lane lines and backstroke flags, helping to install timer pads, and making the equipment safe for the meet. Setup needs to be complete before swimmers enter the water. The teardown team completes all the meet setup tasks in reverse.

Runner

This position collects heat sheets from the timers and delivers them to the Administrative Officials at the admin table. The Runner is often combined with other positions at winter meets, such as DQ slip runner or Clerk of Course.

DQ Slip Runner

This position will collect disqualification slips from meet officials and turn them into the meet referee. This position needs to stay attentive watching for the officials to raise their hand indicating they will have a DQ slip. Be courteous and wait for the official to complete the form. The DQ slip runner is often combined with other positions at winter meets, such as Runner.

Timer

This position uses a stopwatch and a plunger to ensure swimmers are getting accurate times. Timers need to report 30 minutes before the start of the meet for a timer meeting. Timers will start a stopwatch at the start of each heat and stop the stopwatch and plunger when the first part of the swimmer's body touches the wall. Record the times on the provided paper when required. Timers ensure that their lane is running smoothly. They may need to help line up swimmers for longer events when needed. To ensure the swimmers are receiving a safe sport experience, when on-deck, timers are not allowed to use cell phones.

Officials Credit

In addition to the standard volunteer positions, BLST parents who elect to go through the required training(s) to become

a certified USA Swimming official may also earn credits towards their BLST account. Credits are earned during **BLST hosted meets only**. Each session officiated by a BLST parent will earn \$25.00 credited to their BLST family account the month following the completion of the BLST hosted swim meet.

IASI Regional and Championship Meet Volunteers

At the IASI Championship and Regional 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, they will be offered to all BLST families to voluntarily fill.

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

APPENDIX E – Action Plan of BLST to Address Bullying

PURPOSE

Bullying is unacceptable at BLST and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. BLST 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:

- To make it clear that BLST will not tolerate bullying.
- To define bullying and give all board members, coaches, parents and swimmers an adequate understanding of what bullying is.
- To make it known to all parents, swimmers, and coaching staff that there is a policy and protocol should any bullying issues arise.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. The USA Swimming Code of Conduct defines bullying in 305.2. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

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

REPORTING PROCEDURE

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

- 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:

- Intervene immediately. It is ok to get another adult to help.
- Separate the kids involved.
- Make sure everyone is safe.
- 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 children 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 children 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 children involved
 - A. Support the children 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 child who bullied in making amends or repairing the situation when possible.
 - 4) Follow-up.

APPENDIX F – Electronic Communication Policy

PURPOSE

BLST 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 BLST acknowledges the value of these methods of communication, BLST 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 BLST'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 BLST. 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.