



***PROMOTING THE DEVELOPMENT OF LIFE SKILLS THROUGH
THE SPORT OF SWIMMING***

COMPETITIVE TEAM HANDBOOK

September 1, 2025 - August 31, 2026

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VELOCITY SWIMMING

MISSION

Velocity Swimming is the premier, family-oriented, year-round, competitive swimming program in North Central Washington promoting the development of life skills through the sport of swimming in a safe and supportive environment.

VISION

All members reach their maximum potential both in and out of the water.

VALUES

The success of Velocity Swimming is built from the foundation of working together for the benefit of our swimming program and community at large. Our values are our moral compass in that work. They identify what we believe and how we will behave in all undertakings and interactions. Values are a direct reflection of our culture.

Commitment

I will:

- Be dependable and support the team's success
- Be prepared and on time for practices, meets, and events
- Stay engaged and give my best effort
- Communicate openly, respectfully, and in a way that strengthens the team

Growth

I will:

- Be open to learning and self-improvement
- Take responsibility for my actions
- Learn from my mistakes and strive to improve

Excellence & Hard Work

I will:

- Be intentional and set goals
- Persevere and express my full potential
- Encourage and uplift others
- Make good decisions

Respect & Community

I will:

- Listen attentively
- Be appreciative and considerate
- Show humility and kindness
- Give back to my team and community

Velocity Swimming offers year-round competitive and recreational swim programs designed to help athletes of all ages and abilities grow in the sport. Our mission is to promote lifelong skills through swimming, by providing high-quality coaching, structured training groups, and opportunities for athletes to compete at local, regional, and national levels. We host local swim meets, seasonal swim clinics, water polo camps, and community events, creating a supportive environment where families can engage in aquatic sports together.

We offer programs to meet every level of swimming experience for athletes ages 4 to 109, from pre-team to Olympic Trials level. Velocity has something for everyone.

VELOCITY PROGRAMS:

- **Pre-Competitive/Recreation Track**
 - Pre-Team (introductory levels 1-3)
 - Rec Team 12 & Under
 - Rec Team 13 & Over
- **Competitive/Developmental Track**
 - Bronze
 - Silver
 - Gold
 - Senior
- **Performance Track**
 - Performance 3
 - Performance 2
 - Performance 1
- **Masters Swimming**
- **Swim Clinics** (seasonal skill development)
- **Private Instruction**

COMPETITIVE TEAM TRACK

Competitive Team Track is a **year-round commitment**, running from **September 2025 through August 2026**. Swimmers in this track will train and compete in the Short Course season (fall–winter) **and** the Long Course season (spring–summer), with brief scheduled breaks during each season. This structure provides consistent training, competition opportunities, and skill development throughout the entire year.

➤ **Meet Requirements:**

- Participation in all home meets.
- Additional meet requirements vary by group. (See specific group guidelines)

➤ **Fundraising Requirement:**

- \$250 per athlete/\$500 per family. (See fundraising section for more info)

➤ **Workshare Hours:**

- Each home meet requires families to complete a specific amount of volunteer hours. (See workshare section for more info)
- Hours vary by meet.

DEVELOPMENTAL/AGE GROUP:

Bronze Team

➤ **Objective:** Intro to competitive swimming and aerobic training.

➤ **Goals & Focus:**

- Develop strong fundamentals: streamline, body position, coordination, and feel for the water.
- Improve body line for freestyle and backstroke.
- Continue learning breaststroke and butterfly technique to develop legal strokes.
- Learn how to swim in a lane with other swimmers.
- Learn how to use a pace clock.
- Learn racing starts and turns.

➤ **Age:** 5-12 years old

➤ **Requirement:** Must be able to swim a 25-yard freestyle and 25-yard backstroke

➤ **Attendance:** 2–3 practices per week recommended;

➤ **Meet Requirements:** At least 3 meets per season

- All home meets/eligible IES Championship meets

➤ **Move-Up Criteria:**

- Coach discretion and approval
- 3+ USA Swimming meets
- Legal 100 IM and 50s of each stroke
- Complete 10x50 free in 1:15

Silver Team

- **Objective:** Refine technique, introduce interval training
- **Goals & Focus:**
 - Strong understanding of race strategy and pacing.
 - Refine strokes and master legal turns/starts.
 - Begin training sets and pace work.
 - Continue building stroke technique and endurance.
 - Build a habit of good fundamentals streamlines off every wall, head position etc.
 - Learn how to utilize underwater kick off the walls: pullouts, rockets etc.
 - Learn relay starts.
 - Good sportsmanship and teamwork.
 - Consistent attendance.
- **Age:** 7-12 years old
- **Requirement:** Legal 50's of each stroke.
- **Attendance:** 3-4 practices per week recommended
- **Meet Requirements:** At least 3 meets per season
 - All home meets/eligible IES Championship meets
- **Move-Up Criteria:**
 - Coach discretion and approval
 - 3+ USA Swimming meets
 - Legal 100s of all strokes + 200 IM
 - Complete 8x100 free on 2:00

Gold Team

- **Objective:** Expand training capacity and race execution
- **Goals & Focus:**
 - Develop great starts and turns.
 - Introduce bucket and crossover turn for IM.
 - Become confident with interval training and using the pace clock.
 - Increased interval work and race sets.
 - Maintain technique under fatigue.
 - Introduce goal setting and leadership in the lane.
- **Age:** 9-12 years old
- **Requirement:** Coach invite
- **Attendance:** 3-4 practices per week required,
- **Meet Requirements:** At least 4 meets per season

- All home meets and eligible IES Championship meets
- **Move-Up Criteria:**
 - Coach discretion and approval
 - 4+ USA Swimming meets
 - 8x100 free on 1:45 or better
 - Demonstrates accountability and team values

Senior Team

- **Objective:** Support swimmers and/or multisport athletes by refining technique, building endurance, and fostering growth through balance in academics, athletics, and life skills.
- **Goals & Focus:**
 - Focus on stroke technique, efficiency endurance and power.
 - Competes in High School meets, Districts, WIAA State.
 - Develop training and race skills for all 100s, 200 IM, 500 free
 - Train at higher intensity and longer distances
- **Age:** 12+ years old
- **Requirements:**
 - Ability to interval train for all strokes.
 - Ability to perform key drills.
- **Attendance:** 3-4 practices per week recommended
- **Meet Requirements:** At least 3 meets
 - All home meets and eligible IES Championship meets
- **Move-Up Criteria:**
 - Coach discretion and approval
 - Achieve Age Group Regionals or Senior Zones
 - 10x100 @ 1:30 and 6x200 IM @ 3:30
 - Demonstrates accountability, team values, maturity and independence

PERFORMANCE

Performance 3

- **Objective:** Elite-level training for Age Group and High school swimmers
- **Goals & Focus:**
 - Continuing to build stroke technique, efficiency, and power.
 - Build strength and endurance.
 - Start introducing dryland exercises.
 - Train with specificity based on athlete goals
 - Execute advanced race strategy and mental preparation.
 - Introduction to morning practices/double practices
 - Compete at or work towards Age Group Regional, Age Group Zones qualifying times.
- **Age:** 11+ years old
- **Requirement:** Coach invite only
- **Attendance Minimum:**
 - Required 80%+ attendance at practice
 - Missed practices require notification or plan for makeup
 - Consistent completion of practices.
- **Meet Requirements:** All home meets, IES Championship meets and all coach recommended meets/qualified meets
- **Move-Up Criteria:**
 - Qualify for team's designated travel meets
 - Meet consistent training benchmarks
 - Coach approval based on commitment, maturity, and goals

Performance 2

- **Objective:** Elite-level training for Sr. Zone and Sectionals
- **Goals & Focus:**
 - Continuing to build stroke technique, efficiency, and power.
 - Build strength and endurance.
 - dryland exercises with weight.
 - Train with specificity based on athlete goals
 - Execute advanced race strategy and mental preparation
 - Compete at Sr Zone, Sectionals and beyond.
- **Age:** 13+ years old

- **Requirement:** Coach invite only
- **Attendance Minimum:**
 - Required 80%+ attendance at practice
 - Missed practices require notification or plan for makeup
 - Consistent completion of practices.
- **Meet Requirements:** All home meets, IES Championship meets and all coach recommended meets/Qualified meets
- **Move-Up Criteria:**
 - Qualify for team's designated travel meets
 - Meet consistent training benchmarks
 - Coach approval based on commitment, maturity, and goals

Performance 1

- **Objective:** Elite training for Sectionals and above plus college prep and Leadership development.
- **Goals & Focus:**
 - Compete at National level meets; Sr Zones, Sectionals, Futures, etc.
 - Build strength and endurance, focus on race-specific strategy and technique, prepare for collegiate-level swimming.
 - Train with specificity based on athlete goals
 - Execute advanced race strategy and mental preparation
- **Age:** 14+ years old
- **Requirement:** Coach invite only
- **Attendance Minimum:**
 - Required 80%+ attendance at practice
 - Missed practices require notification or plan for makeup
 - Consistent completion of practices.
- **Meet Requirements:** All home meets, IES Championship meets and all coach recommended meets/Qualified meets

REGISTRATION

All athletes, new and returning, must register with the Velocity Swimming at the start of the new swim year. The swim year goes from September 2025 to August 2026.

Team Registration is done online by following this link:

<https://www.gomotionapp.com/team/ievs/page/team-information/online-registration1>

New Swimmers

All **new swimmers** wishing to join the **Velocity Swimming** must first attend a tryout with our coaching staff for group placement.

- Contact Head Coach, **Westley Mejias**: coachwestley@velocity-swimming.com
- Tryouts are held by appointment only.

Returning Swimmers

All returning athletes must:

- CONTACT and MEET with Coach Westley, either in person or via phone, prior to registration to ensure proper group placement.
- Register for the new season BEFORE the first practice of the swim season.
- Pay in full for registration fees and dues.
- Ensure that any outstanding balance from the previous season is paid in full prior to first practice.
- Athletes 18 and older must complete the USA SafeSport Athlete Protection Training (APT) class before attending their first practice OR if they turn 18 during the season, they must complete their APT on or before their birthday to practice with the team.

DUES AND FEES

Funding for Velocity Swimming is derived from registration fees, training fees (dues), donations, sponsorships, fundraisers, and net income from meets hosted by the team. These fees are primarily used to cover coaches' salaries, pool rental, and equipment expenses.

Registration for the **2025–2026 season** will open **August 25th, 2025**. Registration includes **USA Swimming Registration Fee**, team T-shirt (distributed in April), and team administration fees. Registration covers the period **September 2025 – August 2026**.

Velocity Swimming training dues are a **yearly fee divided into 11 equal monthly payments** for convenience.

Monthly Dues:

Velocity Swimming requires a **12-month commitment** starting in September each year.

Group	Team Registration Fee	USA Swimming Registration Fee	Installment	Installment Months	Paid Up Front ** 5% Discount (Sept)
Bronze	\$130	Included	\$100	Sept-Jul	\$1045.00
Silver	\$130	Included	\$115	Sept-Jul	\$1201.75
Gold	\$130	Included	\$140	Sept-Jul	\$1463.00
Senior	\$130	Included	\$160	Sept-Jul	\$1672.00
Performance 3	\$130	Included	\$200	Sept-Jul	\$2090.00
Performance 2	\$130	Included	\$215	Sept-Jul	\$2246.75
Performance 1	\$130	Included	\$225	Sept-Jul	\$2351.25
College Athlete **	\$91	Included	TBD	NA	NA

*Paid Up Front Dues

- Families who choose to pay their dues up front will receive a **5% discount** on the total yearly fee.
- If an athlete moves between groups mid-year, the **difference in the rate** for the new group will be prorated and added to your bill in the month the move occurs.
- If you pay up front and your athlete chooses not to swim the full year, **no refund will be issued**.

**College Athletes

College athletes are welcome and encouraged to swim with the team during their winter, spring, and summer breaks:

- Athletes must contact the head coach (coachwestley@velocity-swimming.com) at least one week prior to showing up to practice for placement.
- Athletes must have a current APT (Athlete Protection Training) on file with USA

Swimming.

- Athletes must have a current USA Swimming Athlete Registration.
- Athletes will not be charged dues UNLESS they plan to attend one or more swim meets. Dues will be determined on a case-by-case basis and will not exceed the monthly dues rate for Performance 1 level athletes.
- College athletes wishing to participate in home meets will be required to meet all applicable workshare hours for those meets.
- College athletes who wish to participate in qualifying times meets, such as the Washington Open, Sectionals, Zones, Nationals, etc., may be subject to travel fees not exceeding the total expenses of the traveling coach.

WITHDRAWAL BEFORE 30 DAYS

If a new or returning swimmer decides within 30 days of registration that the team is not a good fit, the swimmer will only be billed for the **month in which they participated**. The **registration fee is non-refundable**. Written notice must be sent by email to the head coach and the Treasurer (treasurer@velocity-swimming.com) within the 30-day period.

EARLY WITHDRAWAL TERMINATION FEES POLICY

Should a swimmer decide to leave the team at any point in the season; they must provide **written notice by email (no texting)** to the **Head Coach** (coachwestley@velocity-swimming.com) and the **Treasurer** (treasurer@velocity-swimming.com) at least **30 days in advance**. In such cases, the swimmer will be required to pay:

- Current month dues
- The annual fundraising requirement
- An early termination fee of **\$250**, effective from the date the swimmer ceases training with the team

Should the swimmer later decide to rejoin, they will be subject to the **registration fee** again, along with standard monthly dues.

PRORATED MEMBERSHIP POLICY

New swimmers joining mid-season will have training dues **prorated based on the month they begin**.

- Families remain responsible for the annual registration and administration fees.
- Families remain responsible for all **fundraising commitments**.
- If a swimmer **moves to a different training group mid-season**, the difference in dues

will be prorated starting the month of the move.

Returning swimmers who decide to join mid-season will be charged the full years dues regardless of the month in which they start.

Injury Leave of Absence Policy

If a swimmer must take a leave of absence due to injury, they must provide documentation from a licensed medical provider to their primary coach, detailing the nature of the injury and the anticipated time out of the water. Once documentation is provided, monthly dues/installment rate will be suspended until the swimmer is cleared to return.

Additional Fees – MEET FEES:

All Velocity Swimming athletes are encouraged to participate in meets. All Velocity athlete's sign-up for meets online via our team website.

Swim Meet entry fees for Athletes:

- Billed to your account, due on the 1st of the following month.
- **Non-Refundable** (even if the athlete cannot attend the meet).
- Meet fees are calculated based on the number of individual events and relays.
- Individual events are usually billed at \$6.00 per event, however, it can be higher for per event for championship, regional, and zone meets.
- Relay events are typically \$4.00 per swimmer per relay.
- Surcharge fees are per swimmer and required by the LSC and are usually \$20 to \$50 per swimmer for the meet.
- Meet travel fees are paid on your own for hotel, travel, and meals.

Example: Fees for 1 swimmer to attend a 2-day meet in Moses Lake with 5 individual events and 2 relays would be calculated as follows:

\$25 – Entry Fee
 \$30 – Individual events (5 events - \$6.00 each)
 \$8 – Relay events (2 relays - \$4.00 each)

\$63.00 - Total Meet Fees

SCHOLARSHIPS

Thanks to the generous donations of several families, local businesses and grants secured by Velocity Board Members, Velocity Swimming can offer limited scholarships for families in need. Scholarship funds can be used to help cover a portion of the athlete's registration fees and monthly dues.

If a family wants to be considered for a scholarship, they may apply by filling out the following form: <https://forms.gle/5a8uEJ9jm5V2Kqt98>

BILLING

Velocity Swimming utilizes Team Unify by Sports Engine for all registration and billing. Upon registering with the team, you will create an account with Team Unify/Sports Engine. This account will allow you to view and pay your bills, sign your athletes up for meets, sign-up for team events, access the team practice calendar, communicate with your coach, and add private instruction or swim lessons. Team Unify allows users to pay by credit card, debit card, check, or cash. Registration fees, monthly dues, lesson fees, private instruction fees, and/or incidentals (swim meet fees, special clinic fees, etc.) are billed to this account. It is your responsibility to regularly view your account and pay outstanding balances timely. All billing questions should be directed to the Treasurer: tresurer@velocity-swimming.com. Please allow 24-48 hours for a response.

Billing Notes:

- Your invoice is available to view anytime during the month by logging onto the team website.
- Monthly dues are billed to accounts on the first of the month.
- Incidentals such as meet fees, special clinics, etc. are billed to your account in the month that the event occurs. These fees need to be paid no later than the 15th of the following month to avoid late fees.
- If payment is not **postmarked by the 15th**, a late payment fee of \$25 will be assessed.
- Payment can be made by setting up AUTO PAY to draft on the 1st of each month to your checking/savings account, or to a credit card. You may also pay by check mailed to the team's P.O. Box listed on our website.
- Monthly dues are not prorated. If your athlete starts mid-month, they are billed for the full month.
- There are no refunds of dues once they have been billed to your account.
- Velocity will assess a \$35.00 fee for NSF checks.
- A Convenience Fee for Credit Card Transactions will be assessed. Refer to the current membership agreement for the credit card transaction fees.

Past Due Accounts:

- **30 days Past due:** You will receive an automated email from TeamUnify. Your swimmer will not be eligible to enter swim meets until the account is made current. A swimmer, who already entered a meet, **will be scratched from the meet** if the account becomes 30 days late effective the first day of the meet. You will still be **responsible** for the meet fees regardless of the scratch.
- **60 days Past due:** You will receive an automated email from TeamUnify. Your swimmer will not be eligible to enter swim meets or practice with the team until the account is made current.
- **90 days Past due:** Your account will be turned over to the executive committee with the option to turnover to collections.
- Any open account balances from prior seasons must be paid before registering for an upcoming season.

Unresolved Billing/Membership issues:

Should a family wish to appeal a Membership Agreement issue, they shall contact the Board President (boardpresident@velocity-swimming.com) with this request, which will then be presented by the President to the Executive Committee. The Executive Committee will review the request at the next scheduled meeting. The decision of the Executive Committee on the issue will be final.

FUNDRAISING REQUIREMENTS

There is an annual minimum fundraising requirement to help support team travel to away meets. The fundraising requirement is \$250 per swimmer, with a cap of \$500 per family. Any Fundraising requirement not met by June 30, 2026, will be billed to the family's account. Velocity Swimming offers several fundraising opportunities throughout the year, including the Annual Swim-a-thon. All families are encouraged and welcome to participate. For more information on the types of fundraisers available, please visit Velocity's website and click on the "Fundraising" link under the "For Parents" menu.

WORKSHARE HOURS

Families play a vital role in our organization. To run a successful home swim meet, families have REQUIRED Workshare hours. Velocity Swimming hosts 5 swim meets annually, 3 during the short course season and 2 during the long course season. Hosting home swim meets generates critical operating income for the team. This income helps keep monthly dues lower for our families. For away meets, families are encouraged to help, but the hours will not count toward home meet obligations.

Please Note:

- Sign-ups for jobs at each meet will be posted online on our team website and in Team Unify. You will be notified by email once the sign-ups are available to review and sign-up for a job(s)/shift(s).
- Each shift will identify the number of workshare hours earned. Information on the different jobs is available in the Team Handbook.
- Signing up for or writing-in shifts that do not exist is not allowed.
- If a shift in a particular area is filled, you may not earn hours for working there during that shift.
- If you sign-up for a shift and are unable to work that shift, it is your responsibility to find a replacement and notify the volunteer coordinator prior to the first day of the meet. Failure to show up for an assigned shift will be charged a no-show fee of \$50 per hour.
- Unworked hours will be billed to your account at a rate of \$50 per hour

Workshare Hour Requirements

Meet	Date(s)	Meet Type	Eligibility	Minimum Hours per Family
Very Scary	Oct 25-26	Home	All Athletes	6 hours
Christmas Open	Dec 6-7	Home	All Athletes	6 hours
Masters Winter Open	Jan 10	Masters	Masters Only	Fundraiser for Velocity Athletes (\$10 per hour worked)
James Elwyn	April 25	Home	All Athletes	2 hours
Apple Capital	May 28-31	Home	All Athletes	16 hours
Velocity Distance	June 3	Home	All Athletes	2 hours
Starlight	June 19-21	Home	All Athletes	16 hours

TEAM UNIFORM, APPAREL, and PRACTICE EQUIPMENT

Our swim team is sponsored by Arena apparel. When ordering gear please make sure you order and purchase Arena sponsored suits and gear.

Swim Cap:

All Velocity swimmers are **required to wear Velocity swim caps** when they compete at meets. All NEW swimmers receive a swim cap with registration. Additional caps can be purchased as needed for **\$10 per cap**.

Swimsuits:

We ask that swimmers also wear the team designated swimsuit. Suits are available for purchase through our partnership with SwimOutlet. If your swimmer does not like the fit of the team suit, then any Arena brand suit will do. Warm-up, swim bags, and additional personalized gear are also available on this site.

Team T-Shirts/Sweatshirts/Hats:

Velocity will, on occasion, provide T-shirts or other swim apparel. Our team website includes a link to purchase additional T-shirts, sweatshirts, water bottles, hats, etc.

Practice Gear:

Due to the limited amount of equipment available at our pools, we ask that swimmers provide their own equipment. Group coaches will provide a list of equipment requirements. The equipment list can be found on our team website with links to the products.

VELOCITY BOARD AND COMMITTEES

Velocity Swimming, a nonprofit club, is run by its elected Board of Directors, which meets typically on the second Wednesday of each month at 6:30 pm. All swim team families are welcome at each meeting and encouraged to be involved in team committees, activities, and fundraisers.

The Board of Directors consists of the Executive Board (Officers) and the Big Board. All positions on the Board are elected by the Velocity Membership at the Annual Membership Meeting. A high-level summary of the Board of Directors is below. Additional detailed information is included in the Velocity Bylaws.

Executive Board

The Executive Board, or Officers, consists of 5 elected positions. The officers are elected annually. Information on the current Executive Board members is located on the team website.

- President
- Vice President
- Secretary
- Treasurer
- Member-at-large

The Executive Board can be contacted at the following email: execboard@velocity-swimming.com

Big Board

The Big Board consists of 6 elected Director positions. Each Director position serves a two-year term, with 3 positions elected every even year and 3 positions elected every odd year. Information on the current Big Board members is located on the team website. The Big Board can be contacted at the following email: bigboard@velocity-swimming.com

Committees

The Board of Directors is supported by multiple committees. The committees are open to all members of the Velocity Team. Each committee meets regularly and is chaired by a member of the Board of Directors or a designee. For more information on joining a committee contact the Executive Board.

- **Coach and Pool Space**
- **Marketing and Apparel**
- **Fundraising**
- **Team Care**

➤ **Masters****TEAM COMMUNICATION**

Velocity Swimming uses multiple methods for communicating with our swimmers and families. Primary communication is through email, GroupMe messaging, Facebook, and Instagram. Current information, schedules, and upcoming events can be found on the Velocity website. Logging onto the website allows you to view current invoices, sign-up for workshare hours, sign-up for swim meets and other events, as well as see other information not available to non-members.

A team calendar will be provided at the start of the year. Modifications to the calendar will be sent by email and made directly on the Website.

It is your responsibility to keep a current email on file. Failure to read emails or keep a current email on file is not grounds for any missed obligations.

PHOTO/VIDEO POLICY

Photos/Video may be periodically taken of athletes (both above and below the surface of the water) and used on Velocity Swimming's website, Facebook/Instagram page, Wenatchee World newspaper, or other team publicity as deemed appropriate. Please email secretary@velocity-swimming.com if you do NOT want photos/videos of your child(ren) used. Otherwise, by agreeing to this membership policy, and completing your online registration, you give your consent to this understanding.

SAFE SPORT/MINOR ATHLETE ABUSE PREVENTION POLICY

USA Swimming is committed to fostering a fun, healthy and safe environment for all its members. For that reason, they have created a Safe Sport program and put in place a Minor Athlete Abuse Prevention Policy (MAAPP). During the online registration process, you will also be electronically "signing" that you have read, and you have had your swimmer(s) read the MAAPP policy. Any violations to the code of conduct will be handled by the coaches on deck and/or at the discretion of the board of directors.

The Velocity Swimming Board of Directors HIGHLY encourages all parents and athletes ages 12 and older to take a few minutes to watch USA Swimming's free online athlete protection training videos.

One of the biggest issues we have seen with violations to Safe Sport policies, is cell phone usage in the locker rooms. **Cell phones, tablets, or any device that has a camera on it may not be**

used for ANY reason at ANY time in ANY locker room. This rule applies to EVERYONE - coaches, parents, swimmers, siblings, and guests.

For more information on USA Swimming's Safe Sport policies, please visit our team website, and click on "Safe Sport" under the Parents tab.

Athlete Protection Training: All athletes 18 and Older

All athletes who are turning 18 or who have already turned 18 before or during the season **MUST** complete, **ON OR BEFORE THEIR 18TH BIRTHDAY**, the adult Athlete Protection Training offered through USA Swimming. Failure to complete this training will result in the athlete being pulled from the water (both for practice and meets) until such time as the training is complete. There will be **NO** refunds of dues and/or meet fees for any missed training/meets because of failure to adhere to this policy.

Special notes

The Velocity MAAPP can be found on the Velocity team website under the Safe Sport menu. If a Velocity member needs to report a concern, the most current process will be posted on our website under Safe Sport and is titled Grievance Procedure.

Appendix A - Athlete Code of Conduct

As a member of Velocity Swimming Club (VS), I am part of a swimming organization that believes in promoting the development of life skills through the sport of swimming. By signing this Code of Conduct, I agree to follow the rules for behavior and sportsmanship while I am a member of VS. The following behavior guidelines state the principles VS expects all members to demonstrate and uphold.

VS is fortunate to have experienced, professional coaches working to develop our children into better swimmers, and more importantly, teaching and instilling important life skills. These skills include time management, self-discipline, and sportsmanship. Your child will reap the benefits of swimming long after his/her participation with VS ends.

As parents, it is essential that we give our coaching staff the respect and authority they deserve to run our swim team. Our coaches are hired for that purpose and the Head Coach oversees the direction of the staff.

By signing this code of conduct, I agree to the following statements:

- ☐ I will always respect and show courtesy to my teammates and coaches.
- ☐ I will demonstrate good sportsmanship at all practices and meets.
- ☐ I will set a good example of behavior and work ethic for the younger teammates.
- ☐ I will come to all practices and meets ready to swim, with proper attire and gear, as required.
- ☐ I will not use my cell phone or any device able to record videos/photos in any locker room.
- ☐ I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- ☐ I will attend all team meetings and training sessions, unless I am excused by my coach.
- ☐ I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- ☐ I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- ☐ If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- ☐ I will obey all of USA Swimming's rules and codes of conduct. I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors.

Furthermore, I will adhere to these specific guidelines set forth by the Coaches and Staff of VS:

- ☐ I shall not interrupt or interfere with another swimmer's right to a quality practice session.

- ☐ I will wear designated team caps and T-shirts during all competition, and when representing Velocity swimming in the community – e.g., Apple Blossom Parade.
- ☐ I will always respect my coaches; no vulgarity or back talk is acceptable. Swimmers are expected to pay attention and follow all the coach's instructions completely and exactly. If any clarification is needed, they are to ask questions politely.
- ☐ I will participate in all designated championship meets I am qualified for unless prior approval is obtained by the Head Coach.
- ☐ Curfews at team travel events and at all related activities will be obeyed. Extension will only be granted by the Head Coach. Curfew is not enforced if I am with my parents.
- ☐ Male and Female swimmers may not be in each other's room on any team trip unless supervised by designated Club official.

Violations of the Code of Conduct Rules:

The coaches have the authority to impose the following penalties for violation of the Velocity Swimming Club Code of Conduct. The penalties include, but are not limited to, the following:

- The swimmer will be given a verbal warning.
- The swimmer will be pulled out of practice in addition to a verbal warning and the coach will contact the parent/caregiver.
- The swimmer will need to be accompanied by a parent/caregiver at practice for four (4) consecutive practices that they attend.
- If the swimmer continues his/her bad behavior, he/she will be suspended for one (1) week. (There will be NO prorated fee for monthly dues.) If the swimmer's disciplinary problem continues, the swimmer and parent/caregiver will meet with the coach to discuss the problem further.
- The swimmer may be scratched from the meet or events. All fees and costs will not be refunded. The swimmer may be sent home.

Athlete Signature

Date

Parent/Caregiver Signature

Date

Appendix B – Parent/Caregiver Code of Conduct

The purpose of a code of conduct for parents/caregivers is to establish consistent expectations for behavior. As a parent/guardian/caregiver, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

- ☐ I will set the right example for our children by demonstrating sportsmanship and always showing respect and common courtesy to the team members, coaches, competitors, officials, parents, and all facilities.
- ☐ I will respect the role of the coaching staff, by not interrupting them while on the pool deck, allowing them to focus on the athletes.
- ☐ I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- ☐ I will refrain from coaching my child from the stands during practices or meets.
- ☐ I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- ☐ I will respect the integrity of the officials.
- ☐ I will direct my concerns first to my child's coach then, if not satisfied, to the appropriate supervisor.
- ☐ I will keep my account current through payment of regular fees unless other arrangements have been made through the President.
- ☐ **Parents/caregivers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.**

I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

Signature(s)

Date

Appendix C – Action Plan to Address Bullying

VELOCITY SWIMMING: ACTION PLAN TO ADDRESS BULLYING

PURPOSE

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

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

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

WHAT IS BULLYING?

Bullying is unwanted, aggressive behavior that involves real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying results in pain and distress. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member or participating non-member that to a reasonably objective person has the effect of causing physical or emotional harm to the other member or damage to the other member’s property.

1. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property.
2. Creating a hostile environment for the other members at any USA Swimming activity.
3. Infringing on the rights of the other members at any USA Swimming activity.
4. Materially and substantially disrupt 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/caregivers.
- 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 expressed time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled, and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

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

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

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

FINDING OUT WHAT HAPPENED

1. First, get the facts.

- a. Keep all the children involved separate.
- b. Get the story from several sources, both adults and kids.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyberbullying. Collect all available information.

1. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else. Using the USA Swimming definition of bullying:

- a. Determine if the behavior is bullying or something else, consider the following questions:
 - i. What is the history between the kids involved?
 - ii. Have there been past conflicts?
 - iii. Is there a power imbalance? *Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.*
 - iv. Has this happened before? Is the child worried it will happen again?
- b. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse bullying behavior.
- c. Once you have determined if the situation is bullying, support all the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.

- ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making the bullying stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied.
For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may need additional support.
- d. Involve the kid who bullied in making amends or repairing the situation.
The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. **Support bystanders who witness bullying.** Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- a. Be a friend to the person being bullied;
 - b. Tell a trusted adult – your parent, coach, or club board member;
 - c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
 - d. Set a good example by not bullying others.
 - e. Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Appendix D-Equipment

Where to Find Equipment

All required equipment can be purchased through the **Velocity Team Store** on SwimOutlet:
[Velocity Swimming SwimOutlet Store](#)

Purchasing through this link not only ensures you get the correct equipment but also supports the team. Swimmers should have their equipment labeled with their name and bring it in a mesh bag to every practice.

Training Group	Required Equipment
Bronze	Kickboard, Long fins, Pull buoy (Junior size), Mesh bag, Center mount snorkel
Silver	Kickboard, Pull buoy (Junior size), Long fins, Mesh bag, Center mount snorkel
Gold	Kickboard, Pull buoy (Junior size), Long fins, Mesh bag, Center mount snorkel, Hand paddles
Senior	Kickboard, Pull buoy, Long fins, Mesh bag, Center mount snorkel, Hand paddles
Performance 3	Kickboard, Pull buoy, Long fins, Mesh bag, Center mount snorkel, 2 pairs Hand paddles (Stroke Maker, Finis Agility)
Performance 2	Kickboard, Pull buoy, Arena Power Fin Pro 2, Mesh bag, Center mount snorkel, 2 pairs Hand paddles (Stroke Maker, Finis Agility)
Performance 1	Kickboard, Pull buoy, Arena Power Fin Pro 2, Mesh bag, Center mount snorkel, Hand paddles

Team Swimsuit & Arena Sponsorship

Velocity Swimming is proud to be an **Arena-sponsored team**. As part of this partnership, all athletes are **required to wear the official black Arena team suit at all meets** to create a unified team look and honor our sponsorship agreement.

- **Boys:** Black Arena **jammer** or **brief**
- **Girls:** Black Arena **one-piece**

For daily practice, swimmers may wear any comfortable training suit; Arena is encouraged but **not required**. Team suits and Arena gear can be purchased through the Velocity SwimOutlet store, and fitting days will be announced before the start of the season.