

Sullivan Blue Dolphins

Team Handbook
&
By-laws

2025-2026

Short Course/Long Course Season



Vision

The Sullivan Blue Dolphins is a team that encourages its athletes to meet their potential with the guidance of teaching and to progress through the levels of swimming competition. It provides the opportunity for all swimmers to reach an upper level of mental training and swimming, including Age Group Championships, Senior Championships, and High School State competition.

Mission

SBD is committed to providing a safe environment for all participants. To do so we have athlete protection policies and guidelines in place. We achieve our vision through determination to provide a teaching program for our athletes that is inclusive to all swimmers needs, while promoting a safe environment for all participants. SBD's athlete protection policies along with regular communication with the parents and athletes provides them with information regarding the sport of competitive swimming and athlete protection. We have developed and strive to uphold a system that requires the active involvement of parents, athletes, coaches and volunteers.

Values

- Teaching technique and sportsmanship through practice and competition
- Improving the quality of swimming at all levels
- The promotion of the sport as a family-oriented endeavor
- Maintaining a high degree of continued safety for all athletes and providing a safe environment

Swimmer Conduct

The Sullivan Blue Dolphins are fortunate to have use of the Civic Center for practices and meets. To maintain this situation, we must enforce strict rules of discipline to prevent damage to these facilities.

Swimmers and parents are expected to show responsible behavior at practice and meets, before and after practice, and when traveling to meets. The behavior of each member strongly affects how our team is viewed by others. Negative or abusive behavior will not be tolerated and will be subject to disciplinary action. We are guests of all the facilities we use. Please conduct yourselves as such before and after practice, in the hallways and locker rooms. We can only be a respected group as long as we respect others.

Parental Responsibility

When your children become involved in our program, the parents/guardians become active participants as well. The Sullivan Blue Dolphins cannot function without the involvement of every parent. It is your responsibility to help the Board and coaching staff provide the best possible environment in which to develop the skills and abilities of every swimmer.

As a parent/guardian, your swimmer(s) depends on you for love, support, and acceptance. Help your swimmer fulfill his/her commitment by:

1. Making sure he/she is on time and prepared for practice and meets.
2. Monitoring their diet and rest patterns. Help to ensure that he/she gets adequate sleep and a well-balanced diet.
3. Be supportive of your swimmer. They all work very hard and seek positive reinforcement every time they swim.
4. Communicate with the coaches.
5. Read and follow all Safe Sport standards, which are located on the team website.
6. Pull in and park to drop off or pick up your swimmer. SBD parents are not allowed to pull up and drop off or pick up swimmers at the entrance, this is a safety issue.

Our coaches are trained and skilled at constructively criticizing a swimmer's performance, technique, strategy, and pace. Let the coaches coach and the parents love. The significance of material rewards should be down-played in favor of personal best times and goal-setting. All swimmers should be encouraged to swim all events available to them at the swim meets. Longer and/or more difficult events will become easier every time they are attempted.

MODEL TEAM CODE OF CONDUCT: ATHLETES

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. I agree to the following statements:

- ☐ I will respect and show courtesy to my teammates and coaches at all times.
- ☐ I will demonstrate good sportsmanship at all practices and meets.
- ☐ I will set a good example of behavior and work ethic for my younger teammates.
- ☐ 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.

MODEL TEAM CODE OF CONDUCT: PARENTS

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, 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 showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- ☐ 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 to first to **The Head Coach**; then, if not satisfied, to the appropriate supervisor.
- ☐ ***Parents who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.***

Parental Financial Responsibility

ANNUAL REGISTRATION FEE

Parents are responsible for paying the annual registration fee each year on September 1st for each swimmer. This fee is separate from the Annual Payment Plan, Monthly Payment Plan, or Multi Swimmer Discount. A portion of the Annual Registration Fee will be used to purchase the annual USA Swimming Athlete Membership required for each swimmer.

DUES

Sullivan Blue Dolphins offers a monthly payment plan or annual payment for swim dues.

MULTI SWIMMER DISCOUNT

Full price 1st swimmer, 10% off 2nd swimmer, 15% off 3rd swimmer and each consecutive swimmer

ANNUAL PAYMENT

- Annual payments are not refundable for any reason.
- Annual payments are due annually on September 1st.
- Annual payments reflect a discounted rate compared to the total cost of the monthly installment plan.
- The Membership Dues Schedule provided prior to the start of the season will list annual dues based on swim group.

MONTHLY PAYMENT

- Monthly payments are made in 10 installments, beginning September 1st and ending June 1st.
- Payments are due on the 1st of each month via our electronic payment system, or by cash or check deposited in the payment box located at the Sullivan Civic Center.
- Selecting the monthly payment option constitutes an agreement to make all 10 payments regardless of a swimmer's attendance or if they leave the team prior to the end of the season.
- Payments not received by the 10th of the month will be subject to a \$15 late fee.
- The Membership Dues Schedule provided prior to the start of the season will list monthly dues based on swim group.

All credit card or ACH fees charged to the Sullivan Blue Dolphins Team Unify account will be paid by the parent account at time of payment. Bank fees incurred due to returned checks or ACH will be charged to the parent account.

If an account becomes delinquent after 25 days, it must be brought current and remain current, thereafter monthly, for the swimmer to continue to practice or attend meets. Sullivan Blue Dolphins reserve the right to work with any family who maintains communication with the Team Treasurer or Team President to bring account current. It is at the Treasurer or President's discretion if the terms are being upheld. If at any time the President or Treasurer deems the terms not being upheld, that account immediately defaults back to the 25-day rule noted above.

The Treasurer and President are required to report monthly to the SBD Board with any accounts 25 days past due and any terms they have agreed to. The Sullivan Blue Dolphin Board holds the final decision on any swimmer(s) removal from the team for non-payment on account.

Sullivan Blue Dolphins Team Rules

The following rules are to be followed at all times by all swimmers:

Conduct yourselves in a manner that ensures your own safety and the safety of others.

The following are specific situations that will not be tolerated:

- There will be absolutely no name-calling or negative comments to fellow team members.
- Abusive behavior (spitting, hitting, snapping with towels, etc) will not be tolerated.
- Absolutely NO inappropriate language or conversations.
- All USA Swimming Safe Sport Rules are to be followed at all times www.usaswimming.org.
- SBD holds a zero tolerance for drug or alcohol use or abuse.

One violation can be grounds to remove a swimmer from a practice or meet.

Repeated offenses will lead to suspension.

FACILITY RULES:

- When swimmers arrive at the pool, they will sit quietly in the lobby or on the benches by the pool.
- Absolutely no climbing on trees on the Civic Center property.
- Swimmers will not play in the parking lot for obvious safety reasons.

LOCKER ROOM RULES:

- Upon arrival or fifteen minutes before practice, swimmers will go into the locker room to change.
- Swimmers will not be in the locker room once practice has started.
- Swimmers that arrive late will change quickly and report to the deck.
- Running around the locker room is absolutely prohibited.
- Swimmers will treat other people's belongings with respect (by not touching them).
- There will be no throwing of clothes, suits, goggles etc.
- There will be no rough housing, shouting or use of foul language in the locker room.
- Clothes will be stacked neatly on the benches provided in the locker room.
- All personal belongings of other swimmers will be respected and kept dry.
- Due to past issues with soap, shampoo, and conditioner clogging drains, creating slippery floors, and space limitations, showers are generally not permitted. However, with a coach's permission, swimmers may rinse off in the locker rooms before or after practice if they have a skin condition, sensitive skin, or need to rinse off promptly for another reason.
- Experienced swimmers are expected to set the example for the younger swimmers and newcomers.

MONITORING OF LOCKER ROOMS:

Sullivan Blue Dolphins will regularly monitor the use of locker rooms and changing areas to ensure compliance with this policy. Locker rooms and changing areas may be monitored by use of the following methods:

- Conducting a sweep of the locker room or changing area before athletes arrive.
- Posting staff directly outside the locker room or changing area during periods of use.
- Leaving the doors open when adequate privacy is still possible.
- Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.
- Sullivan Civic Center is a public facility and the health club members do have rights to use the locker rooms.
- Cameras are posted at both entrance and exit of the locker room to monitor.
- No swimmer is required to use the locker room.
- There is a handicap changing room on the pool deck for use at a parent/guardians request.

MISCONDUCT IN THE LOCKER ROOM

Sullivan Blue Dolphins has a zero tolerance policy for any misconduct in the locker room. The Head Coach has the discretion to ban any swimmer for misconduct from the locker rooms. The Head Coach will contact the parents during this situation and the swimmer will be required to dress using the handicap room on the pool deck.

Electronic Communication Policy

Purpose

The Sullivan Blue Dolphins (SBD) recognize the widespread use of electronic communication and social media in today's digital environment. These tools are valuable for sharing information and staying connected. However, when used between Adult Participants and Minor Athletes, they must be managed in a manner that ensures transparency, professionalism, and the protection of all participants, in accordance with Safe Sport guidelines.

General Guidelines

All electronic communications between an Adult Participant (including coaches, board members, volunteers, and other adults affiliated with SBD) and a Minor Athlete must be:

- Open and Transparent: No private or one-on-one communications unless a parent/guardian or another Adult Participant is copied or included.
- Professional in Nature: All messages must relate strictly to team activities or logistics (e.g., practice times, meet information, travel logistics).
- Limited to Appropriate Hours: Communication should only occur between 8:00 AM and 8:00 PM, unless there is an emergency.
- Documented: All communications should be retained or conducted through platforms that allow for recordkeeping.

At all times, the guiding question should be:

"Would this communication be appropriate if viewed by the athlete's parents, the coaching staff, and the board?"

Acceptable Communication Platforms

Electronic communication includes but is not limited to:

- Text messages and group messaging apps
- Emails
- Phone and video calls
- Direct messages on social media
- Posts or comments on platforms such as Facebook, Instagram, Snapchat, X (formerly Twitter), WhatsApp, TikTok, GroupMe, Remind, TeamSnap, etc.
- Fitness or team apps with communication features

Only platforms that allow for Open and Transparent communication may be used.

Communication Requirements

- One-on-One Communication: Prohibited unless a parent/guardian or another Adult Participant is copied or included.
- Group Communication: Must always copy/include another Adult Participant or all relevant parents/guardians.
- Minor-Initiated Communication: Any direct communication from a Minor Athlete must still include a parent/guardian or another Adult Participant.
- Content: Must be respectful, professional, and limited to team-related matters. Conversations regarding drugs, alcohol, sexually explicit content, personal relationships, or an adult's private life are strictly prohibited.

Social Media Use

- Personal Accounts: Adult Participants are not permitted to "friend," follow, or privately message Minor Athletes on personal accounts.
- Club Accounts: The SBD maintains official social media accounts (currently Facebook) for team updates. Athletes and their parents/guardians may follow these accounts.
- Privacy Settings: Coaches and other Adult Participants are encouraged to set personal social media profiles to private and limit visibility to athletes.

Text Messaging

- Permitted between the hours of 8:00 AM and 8:00 PM for logistical team-related purposes only.
- Any one-on-one texts must include a parent/guardian or another Adult Participant.

Email

- Emails between Adult Participants and Minor Athletes must always copy a parent/guardian or another Adult Participant.
- Should occur only between 8:00 AM and 8:00 PM unless in emergency situations.

Phone & Video Calls

- One-on-one phone or video calls must include a parent/guardian or be conducted in a setting where another adult can witness the interaction (e.g., speakerphone, public setting).
- Must be limited to team-related purposes and take place between the designated hours of 8:00 AM to 8:00 PM unless in emergencies.

Request to Discontinue Communication

Parents or guardians may request, in writing, that no electronic communication occur between SBD and their Minor Athlete. These requests must be honored unless in emergency situations.

Policy Violations

Violations of this policy may result in disciplinary action, including but not limited to removal from coaching duties, suspension, or other measures as determined by the SBD Board in accordance with Safe Sport and USA Swimming protocols.

POOL RULES

Rules for athletes

- Before Practice
 - Wait to go near the pool until the coach is on deck and gives permission.
 - Sit in the lobby area until the coach is on deck.
 - Swimmers arriving late without a note or advanced notice from the parent will make up the missed sets or distances after practice or another time set by the coach.
 - Display respect at all times.
- During Practice
 - No running, rough-housing or playing with equipment.
 - Excessive playing with goggles, caps or other equipment shall result in practicing without them.
 - If a swimmer chooses to touch the bottom of the pool in the middle of a length, that swimmer will repeat the length starting back at the wall.
 - The lane lines are not to be sat on, swam over or abused in any other way.
 - No visiting with parents/guardians for reasons unrelated to the swim practice.
 - Follow the work out set by the coach at practice, unless there is a medical exception.
- After Practice
 - Put their equipment away after use.
 - Get permission from the coach before leaving the pool area.

Rules for parents/guardians

- Must contact the coach about any early release.
- Not allowed past the rope area during practice for safety issues and to not disturb practice.
- During practice, no visiting with swimmers for reasons unrelated to the swim practice.

Action Plan to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at Sullivan Blue Dolphins (SBD) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents/guardians 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.

WHAT IS BULLYING?

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

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

- 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.
- 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 Licensed Swim Committee LSC).

REPORTING PROCEDURE

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

- Talk to your parents.
- Talk to a Club Coach, Board Member, or other designated individual.
- Write a letter or email to the Club Coach, Board Member, or other designated individual.
- Make a report to the USA Swimming Safe Sport staff.

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

HOW WE HANDLE BULLYING

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

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

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

FINDING OUT WHAT HAPPENED

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

- 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.
 - Review the USA Swimming definition of bullying to determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance?
 - Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before?
 - Is the child worried it will happen again?
 - Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- Once you have determined if the situation is bullying, support all of the kids involved.
 - SUPPORTING THE KIDS INVOLVED
 - Support the kids who are being bullied.
 - 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.
 - Work together to resolve the situation and protect the bullied child.
 - The child, parents, and fellow team members and coaches may all have valuable input.
 - It may help to ask the child being bullied what can be done to make him or her feel safe.
 - Remember that changes to routine should be minimized.
 - He or she is not at fault and should not be singled out.
 - For example, consider rearranging lane assignments for everyone.
 - If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - Develop a game plan.
 - Maintain open communication between the Club and parents.
 - Discuss the steps that will be taken and how bullying will be addressed going forward.

ADDRESSING BULLYING BEHAVIOR

- When bullying happens the Head Coach will make sure the child knows what the problem behavior is.
- Head Coach will contact the parents/guardians for a meeting with swimmer and parents to discuss why the behavior happened and preventative measures for the future.
- Swimmer who bullied will need to be involved in making amends or repairing the situation under the guidance of Head Coach and parents/guardians.
- Head Coach will follow-up.
- After the bullying issue is resolved, continue to find ways to help the child who bullied to understand how what they do affects other people.

SWIMMER WHO WITNESS BULLYING

There are a few simple, safe ways that SBD athletes can help stop bullying when they see it happening:

- Be a friend to the person being bullied.
- Tell a trusted adult – your parent, coach, or club board member.
- Help the child 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.”
- Set a good example by not bullying others.
- 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.

The Head Coach(es) has the option of suspending swimmers for general disciplinary problems for a maximum of one week. The parents of any swimmer suspended for any reason must contact the coach to discuss the swimmer’s conduct before the swimmer will be permitted to rejoin the team.

All Civic Center rules and regulations for the public apply to the swim team members while at the Civic Center. Anyone disregarding these rules may be expelled from the Civic Center for whatever time is deemed necessary. Parents should go over these rules with their swimmers and discuss acceptable behavior with their child so that there will be no misunderstanding.

Swim Meet Information

Good meet behavior is the responsibility of the swimmer. The coaches are busy coaching and thus have little time to act as disciplinarians at the meet. Please help by looking after your swimmer. Parents/guardians are NOT permitted on the deck at meets unless they are working. If you need to talk with the coach, please send word with your swimmer. The coach can't be aware of everything that is going on at a meet; problems may arise that need to be brought to the attention of the officials. If you have a question or complaint, consult with the coach, and if necessary, the coach will bring the matter to the attention of the proper authority.

No one can tell how long a swim meet will last. Meet length depends upon how many swimmers attend, the number and type of events and how smoothly the meet runs. Most morning sessions are over around noon and afternoon sessions finish around 4pm to 5pm. Administration fee of \$10.00 per swimmer will be charged to the member accounts for every meet swimmer is entered in. Fee is non-refundable for no shows at meets.

If you have signed up for a meet but cannot make it, you are still responsible for any meet entry fees when applicable.

It is our hope that this will help you in a small way get ready for meets. Nothing can help better than experience. Please feel free to contact the coaches at home or at the pool if you have any questions or problems. If you know that you signed up for a meet and something comes up and you cannot make it, please notify the coach. Even if it is a sick swimmer, early in the morning on the day of the meet please call us and let us know. Try to make sure they get to bed early enough to feel rested and energized for early morning swims.

TEAM RECORDS AND IHSA RECORDS

Sullivan Blue Dolphin records can only be broken at meets where a swimmer is entered with the Sullivan Blue Dolphin team. IHSA High School swimming records can only be broken at the IHSA Sectional meet or State IHSA meet. Records do not cross over between events or record boards.

SWIMMER "TO-DO'S" FOR MEETS

- Packing and Arriving
 - Pack the swim bag the night before (goggles, swim cap, suit, maybe an extra suit, warm-ups, towel, and dry change of clothing, personal hygiene products).
 - Pack some nutritious snack food: juice, energy bars, granola mix.
 - Take a sleeping bag or heavy blanket to spread out on the gym floor as a place to rest.
 - Make sure that everything you take is marked with your child's name.
 - Plan to arrive 15 minutes before warm-ups are to start.
 - Locate where the swimmer is to put his/her belongings.
 - Inform the coach that your swimmer has arrived.
 - Become familiar with the facility.
 - Always check in with the coach upon arrival.
 - There are several things a coach must take care of at meets and needs to know that everyone has arrived. (Especially for relays.)
 - Find where race and check-in information is posted.
- Behavior at Meets
 - All rules regarding behavior in locker rooms apply for swim meets.
 - Swimmers are responsible for getting to the bullpen or starting blocks on time.
 - It is the swimmer's responsibility to pay attention to what's going on at the meet and to report to the proper place at the proper time.
 - Every swimmer is to report directly to the coaches prior to and immediately following each event that they swim.
 - Parents are asked to please cooperate and reinforce this procedure.
 - Swimmers should plan ahead and bring along books, games, school work or some other form of quiet activity to keep themselves occupied during the meet.
 - The coach will pick up the awards for the team and distribute them unless otherwise stated. They will not be mailed to you.
 - There will be absolutely no running around or rough housing in the gym, locker room, or any other area at the meet.
 - Children can be kicked out of the meet if they do so.
 - Swimmers are expected to treat other people and their property (SBD and otherwise) with respect and thoughtfulness.

RELAY POLICIES FOR MEETS

Relays will be determined by having the four (4) fastest swimmers, based on record time (including the present meet) swim as the "A" relay. The next fastest as the "B" relay, etc. In addition, situations may occur when the coaches decide to split relays in order to create event teams. This is the decision of the coaching staff. All relay events will be posted before the meet on the website. Once the relays are set, only at the coaches' discretion will changes be made during the meet. If a swimmer scratches from the meet this will cause the swimmers relay team to also be scratched

MEET ATTENDANCE AND PARTICIPATION

Attendance at meets is at the discretion of the head coach. The head coach will assess if a swimmer is ready physically and mentally to compete at any meet. New swimmers will be notified by the head coach when they are cleared to register for meets. If it is determined that a swimmer who has previously attended a meet should not attend a future meet, the head coach will discuss this with the swimmer and their parents or guardians.

Championship Meets and Qualifying Time Standard Meets require cuts made within a certain time period in order for a swimmer to attend. In addition to this, SBD requires that at least one of these cuts are made in the current season in order to attend a championship meet, regardless of whether the meet has an extended time period for cuts. It is up to the head coach to allow a swimmer to attend a meet if they have not attended 80% of practices for the season. Head Coach maintains discretion to override attendance issues for medical or parent discussed issues.

PARENT VOLUNTEER TIMING AT MEETS (STRONGLY ENCOURAGED)

Not all meets require timers from our team—some meets provide their own volunteers. However, at many meets, our team is assigned timing responsibilities, and we rely on families to help fill those roles.

If your swimmer is competing at a meet where timers are needed, we strongly encourage you to sign up and take a turn. Timing helps the meet run efficiently and ensures the responsibility doesn't fall repeatedly on the same few parents. It also allows you to stay engaged and provides one of the best views of the races!

We understand that new families may be unsure about timing, but it's simple and support is always available to help you get started.

If timing slots remain unfilled by the posted deadline, the team reserves the right to assign slots using a lottery system to make sure all roles are covered.

Your involvement helps create a strong, supportive team environment—and we thank you for stepping up!

Team Travel Policy

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC, parents not in attendance.

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Section 1 - USA Swimming Required Policies

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

1. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
3. 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)
4. 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 – SBD Additional Policies

1. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
2. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones should stay with them. Where chaperones are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by the athlete's parents (or legal guardian).

3. 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.
4. 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 (unless the other athlete is a sibling or spouse of that particular athlete).
5. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
6. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
7. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
8. Curfews shall be established by the team or LSC staff each day of the trip.
9. 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.
10. The directions & decisions of coaches/chaperones are final.
11. 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.
12. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
13. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

SBD Publicity Policy

The Sullivan Blue Dolphins (SBD) values celebrating the achievements of our swimmers and sharing team events with our community. To support this, our Publicity Director coordinates media coverage and oversees communications such as local newspaper articles, social media posts, and website updates.

Photos or swimmer highlights may be included in:

- Articles covering meets or special events (e.g., state championships)
- Team news published on our website or notice boards
- Occasional media outreach coordinated by SBD

Swimmers featured in publicity efforts are selected either randomly or based on event participation (e.g., qualifying meets).

Note: All photography and video use is governed by the **SBD Photography Policy**, which outlines parental consent requirements, safety standards, and publication restrictions. A consent form must be completed annually during registration.

For questions about publicity or photo use, please contact the SBD Publicity Director.

SBD PHOTOGRAPHY POLICY

PURPOSE

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

SBD POLICY

The publishing of a photograph of swimmers under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions ("publication") will only be done with parents' consent per the attached form.

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet packet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs will not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs will not be taken in locker-rooms or bathrooms.

Sample Photography Consent Form - This form is signed online at registration

Sullivan Blue Dolphins may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent/caregiver of _____ I allow the following:

Take photographs to use on the club's secure website

☐ Consent given ☐ Consent refused

Take photographs to include with newspaper articles

☐ Consent given ☐ Consent refused

Take photographs to use on club notice boards

☐ Consent given ☐ Consent refused

Video for training purposes only

☐ Consent given ☐ Consent refused

Signed: _____

Dated: _____

Logo and Likeness Usage Policy

The Sullivan Blue Dolphins team logo and likeness may not be used by any individual, board member, parent, swimmer, coach, or outside organization for any purpose without written consent (via email) from the Board President or Vice President.

- The President will determine if a Board vote is needed for approval.
- If the President determines a vote is needed, the Board will vote and the President, Vice President, or Secretary will notify the requesting party of the Board's decision via email.
- If the President determines a vote is not needed (e.g. for recurring approvals previously reviewed by the Board), the President will approve or deny the request directly via email.
- This policy applies to all uses of the team logo or likeness, including but not limited to apparel, promotional materials, social media, websites, and event materials.

Unauthorized use of the Sullivan Blue Dolphins logo or likeness is strictly prohibited and may result in disciplinary action as determined by the Board.

Fundraising Policy

Sullivan Blue Dolphin Parent Board reserves the right to change the Fund-raisers for the benefit of the team annually with a majority board vote. In the event this happens the event rules will be emailed to all current team members.

Fund-raising is necessary to support operating expenses of the team. This includes supplies, equipment, purchases, maintenance; coaches travel expenses, awards, postage, etc. Fund-raising also keeps dues under control. IT IS EXPECTED THAT ALL SULLIVAN BLUE DOLPHIN FAMILIES WILL PARTICIPATE IN FUND-RAISING.

In order to meet our financial needs, the following obligations have been established: All fund-raising events sponsored by the Sullivan Blue Dolphins require volunteers. All parents and guardians are expected to participate at all fund-raisers. Following is an itemization of cost that will be charged per swimmer's account for non-participants in fund-raising.

The Board feels the below fund-raising requirements are reasonable. The burden of fund-raising needs to be shared by all. There will not be a monetary expense to any family who is willing to donate the time.

Swim-A-Thon:

Team event where each swimmer swims for a set length of time to raise funds for the team by pledges for the number of laps swam or flat donations. Each swimmer is required to set up a Swim-A-Thon page through the team website to collect donations. Instructions are provided at the time of the event.

Social media is the driving force of this fund-raiser. A family who does not have a social media outlet must use the paper pledge form to attempt to collect pledges. It is not mandatory for a swimmer to swim the day of the event. Swimming at the event does not constitute participation fulfillment.

No swimmer will be forced to swim more than they are physically capable. This is promoted as a positive fun event. Any swim family who does not attempt to collect pledges or donations in any form listed above will be assessed a non-participation fee of \$100.00 per swimmer.

Reverse Raffle Fundraiser Participation Policy

The Reverse Raffle is our team's most important annual fundraiser. All proceeds support essential team operations and help keep dues affordable for every family. To ensure the success of this event and fairness across all members, each family is required to contribute in a meaningful and measurable way.

Minimum Commitment – \$200 Per Family

Each family must fulfill a \$200 Reverse Raffle commitment, which may be completed in any combination of the following:

- Ticket Sales or Purchases – Each raffle ticket sold or purchased counts as \$100
(*Example: Sell 2 tickets = full commitment*)
- Donated Item or Basket – Must have a documented retail value of at least \$200
- Volunteer Time – Contributing to planning, setup, or event execution
 - Pre-approved roles are valued at \$25/hour
 - Volunteer work must be scheduled and approved in advance by the Reverse Raffle Committee

Families may mix and match fulfillment options.

Examples: 1 ticket sale + \$100-value item, or 4 hours of service + 1 ticket sale.

Oversight & Accountability

- The Reverse Raffle Committee will track ticket sales, donations, and volunteer hours
- Donated items must have a clear, documented market value; non-traditional items with no clear market value will be valued by the committee in advance
- Volunteer roles must be meaningful (e.g., securing donations, logistics, setup/cleanup, check-in, raffle operations, etc.)

Financial Hardship or Special Circumstances

If a family is unable to meet the \$200 requirement due to financial hardship or other extenuating circumstances, it is the responsibility of the parent or guardian to contact the Team President prior to the event deadline. The President will bring the request to the Board for discussion and a vote. Approved alternatives will be communicated by the President, Vice President, or Secretary.

Non-Participation Fee

Any family that does not make a documented attempt to fulfill the Reverse Raffle requirement through ticket sales, item donation, or volunteer service as outlined above will be assessed a non-participation fee equal to the remaining balance. This fee will be charged to the family's team account after the event. In cases where the value of a donation is unclear or not pre-approved (such as a gift basket with an undetermined value), the remaining balance will be determined by the Board and will not exceed the \$200 family requirement.

Home Swim Meets:

There are several jobs to do before, during and after a meet; there is something for everyone. In the event that at least one (1) adult family representative is not able to volunteer or make a donation, a \$35.00 fee per swimmer will be assessed.

Team Placement and Training Group Changes

Team Placement Criteria & Considerations

1. Level of commitment.
2. Practice attendance.
3. Training ability.
4. Stroke and skill development.
5. Level of maturity & personal responsibility.
6. Age and previous experience.
7. Meet performance & best times.
8. Space availability.
9. Satisfactorily completes placement test/tryout (if new to team).

Training Group Promotions

The swimmer under consideration:

1. Consistently makes choices that demonstrate the willingness to make the commitment level expected of swimmers at next level.
2. Meets attendance expectations for current group; demonstrates ability to make attendance requirements for next level.
3. Consistently trains above the level of the current practice group.
4. Demonstrates ability to train successfully on base intervals for next practice level.
5. Has mastered stroke and skill expectations of the current practice group.
6. Exhibits a level of maturity and responsibility typical of swimmers at the next level.
7. Fits age and experience parameters of next training level.
8. Has demonstrated potential to compete successfully at general competition level of the next group.
9. Swimmers who advance during the season on the annual payment plan will not be assessed the higher group fee. The change will be made annually on September 1st. Swimmers on the monthly installment plan dues will be based on group level the 1st of each month.

Training Group Demotions

The swimmer under consideration:

1. Has demonstrated that he/she is not willing to make the commitment level expected of the current practice group.
2. Attends practice consistently less often than the group expectation.
3. Is not training successfully on base intervals for team level.
4. Needs injury rehabilitation at a less strenuous level.
5. Swimmers who are demoted during the season are not eligible for a refund of any dues.

Titanium Group Requirements and Contract

Commitment to Titanium / short course season * expecting the best for the best of SBD!

1. Swimming is named as primary (first choice) activity.
2. Attend practices, make priority. Minimum allowed to miss per month 2 days. SBD authorized canceled practices will not count against nor will they count towards attendance requirement. Head Coach maintains discretion to override attendance issues for medical or parent discussed issues.
3. Arrive on time for practice - on deck in time to stretch, assist with equipment and start practice on time - * Penalty for multiple late to practices Coach can send you home without practicing
4. Must attend and represent SBD at one meet per month as set on the SBD calendar. Indy BB, Regional meets are must attend meets.
5. Swimmers are expected to remember that at practice, during swim meets, team activities and in public they are representing SBD. They should represent SBD with excellence, respect, team spirit, good sportsmanship, and politeness
6. Swimmers are expected at all times to follow the directions of any member of the coaching staff, respect any instructions by officials and any person who is a chaperone. Disrespect or failure to obey instructions will not be tolerated from any athlete. Indiscreet or destructive behavior will not be tolerated
7. Swimmers are expected to wear SBD team caps at all meets. This displays team pride and also makes it easier to identify swimmers on the blocks and in the water.
8. Swimmers (and parent) will come to all team sponsored events (including banquet) in the appropriate attire representing SBD. Titanium (swimmer and parent) is expected to help at all fund-raising events as needed
9. Titanium rules supersede high school swimmer rules. Titanium swimmer can be HS swimmer but follows Titanium regiment

Titanium Discipline Procedure

1. First major offense multiple late practices or breaking of above practice rules -
Meeting with Coach
2. Second offense Coach contact parents and/or demotion

I have read and understand the above rules to be a member of Titanium.

Swimmers Signature

Date

Parent has read and accepts what is being asked of my swimmer. I understand that if demoted during the season I am still responsible for the Titanium rate for the season. I also understand once demoted my swimmer will not be evaluated for advancement until the new season. I understand that my swimmers requirements do not cover my fund-raising participation requirements. My role as parent is the support and positive guidance for my swimmer and the team as a whole.

Parent Signature

Date

Head Coach, I understand the above commitment. As Head Coach, I commit to provide Titanium with productive practices and to keep you enjoying the sport of swimming while meeting goals. I will continue on my own time to research new techniques and swimming activities. I commit to continuing to enhance swimming for Sullivan Blue Dolphins.

Head Coach

Date

Sullivan Blue Dolphins Official Program

Who runs a swim meet? The dedicated parents of swimmers do: officials.

SBD needs parent officials. The representation on a pool deck at a meet is more important than some realize. Having dependable officials on deck makes things run smoothly for all swimmers.

Training is done online through USA Swimming and on deck at meets. Once a parent takes the course and has passed all training SBD will reimburse the USA swim card and background check fees.

SBD will also reimburse the cost of up to two (2) official shirts per year, as required by Illinois Swimming, upon submission of a receipt.

Once a parent becomes a certified official (training done) the following compensation program will be in effect. The level you attain is the level you are reimbursed to your SBD account after each meet.

- Admin Official - \$20.00 credit to swim account for each session worked at a meet SBD is attending or hosting
- Stroke Turn Official - \$20.00 credit to swim account for each session worked at a meet SBD is attending or hosting
- Starter - \$30.00 credit to swim account for each session worked at a meet SBD is attending or hosting
- Meet/Deck Referee - \$50.00 credit to swim account for each session worked at a meet SBD is attending or hosting