

Handbook

2020 – 2021

(September – August)

IMPORTANT: All COVID-19 related limitations and guidelines will be noted in a box like this one.



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I. Welcome

Welcome to the Green Whales, Inc. (GWI) swim family! Yes, we do mean “family”! We are thrilled you have decided to join us.

Green Whales, Inc. is a 501(c)(3) that encompasses all that we do for the swim community!

II. History

GWI was established in 2018 and funds Whelan’s Whales, the Greenheads Swimming age group swim team, and the Greenheads Special Olympics swim team.

- Greenheads swimming started as a competitive team in 2002.
- We began teaching Special Needs lessons in 2013, a FREE water safety program for children at the spectrum.
- Our Special Olympics team started in 2016, a free program.
- Whelan's Whales started in 2017, in which we have taught countless children from Atlantic City that have never had access to swimming lessons in the past at the Martin Luther King Pool Complex.

III. Mission Statement

Green Whales, Inc. is dedicated to providing a safe environment from the novice to the serious competitive swimmer. Our focus is on teaching water safety and proper swimming techniques to help all swimmers become more proficient while providing a caring and fun atmosphere. Our mission is to instill a love of swimming, while teaching the swimmers to give back to the swim community and the community at large through volunteerism and inclusion.

IV. 10 Commandments for Swim Parents

- I. Thou shall not impose thy ambitions on thy child.
- II. Thou shall be supportive no matter what.
- III. Thou shall not coach thy child.
- IV. Thou shall only have positive things to say at a competition.
- V. Thou shall acknowledge thy child’s fears.
- VI. Thou shall not criticize the officials.
- VII. Thou shall honor thy child’s coach.
- VIII. Thou shall be loyal and supportive of thy team.
- IX. Thy child shall have goals besides winning.
- X. Thou shall not expect thy child to become an Olympian.

V. Staff

A. Trustees

| Role | Staff |
|----------------|--------------|
| President | Robin Taylor |
| Vice President | Sari Carroll |
| Secretary | Karen Bown |



| Role | Staff |
|-----------|-------------------|
| Treasurer | Karen Bown |
| Trustee | Karyn Adams |
| Trustee | Chuck Taylor |
| Trustee | Melissa Peticolas |

B. Swim Teams

| Role | Staff | Responsibilities |
|--------------------------------|--|---|
| BGH Head Coach | Robin Taylor (ASCA Level II Lifetime Member & USA-S) | Oversees all BGH functions and administrative duties, coordinates all practices and swim meets. |
| Head Deck Coach | Sari Carroll (ASCA Level II & USA-S) | Develops seasonal and weekly workouts for all swim teams. |
| USA Swimming Coaches Coach(es) | Brieanne Lewis, Sammie Alberti, and Thien Le | On deck coaches with the athletes on a nightly basis implementing workout plans. |
| Non USA-S Coach(es) | Celeste Bryz-Gornia (WSI) | On deck coaches with the non USAS-S athletes on a nightly basis implementing workout plans. |
| Non USA-S Assistant Coach(es) | Cassandra Franco | On deck coaches with Non USA-S 10 & Under athletes developing stroke mechanics & drill instruction. |
| Team Manager | Karen Bown | Maintains the team website, Google calendar, communications, and all billing. |
| Team Treasurer | Karen Bown | Maintains all financials through GWI. |
| USA-S Athlete Representatives | Emma Sahl & Adam Bailey | Provides athlete representation for our swim team, NJ LSC, and USA-S. |
| Team Videographer | John Sahl | Takes pictures and videos to post to Instagram, Twitter, and Facebook; Creates the banquet video. |

C. Officials

| Role | Staff |
|------------------------------|---|
| Stroke & Turn Official | Karen Bown, Jigar Patel, and Justin Peticolas |
| Meet Director | Karen Bown |
| Administrative Official (AO) | Karen Bown |
| Operational Risk Director | Karen Bown |
| Officials Coordinator | Karen Bown |

Anyone interested in becoming an official should visit www.njswim.org (Officials Tab) and contact the Team Manager.

D. Parents

It takes three people for every athlete's success:

- *The athlete*



- The coach
- The athlete’s parent(s)

The more involved the parents are the more successful the athlete, the team, and the organization will be! Show your support and get involved!

Mandatory parent’s meetings will be scheduled twice a year (June and September) to discuss important upcoming items. **Please make every effort to attend one of these meetings to ensure the success of your athlete, our team, and organization.** *All these meetings are on the Google Calendar and the dates are subject to change.* Your athlete(s) will not be able to swim if you do not attend this meeting or follow up with the Head Coach and Team Manager within five days of the missed meeting.

VI. Registration

All athletes, regardless of the team/group, are required to register through our online Registration module on the team’s website; www.greenheadsswimming.org. All fees/add-ons are defined within the registration process.

In/out swimmers are athletes who are doing a lot of other sports and are only here for short periods of time throughout the year. Their departure and return must be coordinated with the Head Coach **AND** the Team Manager. The parent/guardian of an In/Out swimmer is required to fill out a [suspension/cancellation form](#) including the return date each time they leave the team. Billing will be updated accordingly based on the dates provided. Upon return the parent/guardian is required to fill out a [return form](#).

VII. Financial Policy

In order to ensure proper payment for all members automatic billing via credit card or ACH (checking account withdrawal) is required; including summer athletes.

Per our financial policy, the fee schedule is broken down according to the table below (As of October 1, 2019) for a single athlete.

| Athletes | 9 & Over USA | 8 & Under USA | Non-USA | ASDD/SONJ (Jul thru Jan) | Special Needs | WWs to GHs** | Masters |
|------------------------|--------------|---------------|---------|--------------------------|---------------|--------------|---------|
| Monthly Price | \$130 | \$120 | \$105 | \$40 | \$25 | \$52.50 | \$50 |
| Quarterly Price | \$390 | \$360 | \$315 | N/A | \$75 | N/A | \$150 |
| Yearly Price | \$1560 | \$1440 | \$1260 | \$280 | \$300 | N/A | \$600 |
| USA Swimming | Required* | Required* | N/A | N/A | N/A | N/A | N/A |

* 2020 USA Registration is between \$70; charged in September or during registration. The USA Registration is valid through December 31, 2020. This fee is based on current USA Swimming rates and is not modified by BGH. ** Whelan’s Whales (WWs) to GHs are half price for the first year.

Multi-Athlete Families will receive \$15 off each additional athlete from their fees starting the 2nd month. This is all laid out in your monthly, quarterly, or yearly invoice.

All new athletes will have a one time Administrative Fee during the initial registration equal to one month’s payment. This is not charged again unless the athlete suspends or cancels for more than one month.



As with many non-profit organizations, ours has decided to pass on the fees associated with automated billing to the swim families in order to keep our operating costs down. The fees schedule is as follows:

- Credit Card (Automatic charge)
 - Credit Card fee of 2.95% of transaction amount plus \$0.30; for example: Invoice amount is \$85; total amount charged is \$87.81.
- ACH (Automatic withdrawal from checking account)
 - ACH fee of \$1.25 per transaction; for example transaction total is \$85; total amount withdrawn from account is \$86.25

All meet entry fees and surcharges (USA Meets, GSJSL Championships, Go Gobble Gobble, etc.) will be charged to your account. These entry fees are listed on the meet announcement and team website; all of which can be viewed when signing up for the event.

It is the swim parent/guardian's responsibility to check their billing summary email. Click on the link in the summary to view the itemized bill. If there are remaining questions after reviewing the itemized bill contact the Team Manager no later than the 25th of the current month.

Billing milestones:

- All billing communication must be done with the Team Manager by the 15th of each month. [Google Form Available!](#)
- Previous month's late fee automatically applied on the 15th of each month.
- Billing will be sent out via email around the 20th of each month.
- Any inquiries regarding said bill needs to be discussed with the Team Manager by the 25th of each month.
- All billing automatically commences at midnight on the 1st of each month. Funds should be available in your account prior to the 1st.

If automatic billing fails, the login email address will be sent an automated email stating that the withdrawal has been declined. It is the responsibility of the account holder to update their billing information on the team's website or to contact the Team Manager right away to get it updated. It is also their responsibility to manually charge the payment upon correcting the billing information. If the account is not reconciled by the 14th of each month a late charge of \$20 will be applied on the 15th. **This fee will not be removed!**

A. [Suspension/Cancellation](#)

If an athlete needs to take a break or drop from the team, ***the account holder MUST fill out a Suspension/Cancellation form.*** This is needed to ensure the online billing system is kept up to date. This [form](#) must be filled out and returned to the Team Manager by the 15th of the month **PRIOR** to the suspension or cancellation; no partial months. If the athlete is gone for more than one month they must start over by completing the registration process and paying the Administrative fee; which includes updating the family's billing options. Athletes may return at the beginning of the month; however we



need one week’s prior notice in order to ensure the schedule, roster group, and billing is set up properly.

Your account will continue to be charged until a [suspension/cancellation form](#) is received with the account holder’s signature; which is no different than any other type of membership account.

For new swim families, if within the first three weeks you or your athlete decides to quit the team your contract will be voided and no additional funds will be due. However, a “Suspension/Cancellation” form needs to be completed indicating you wish to quit the team. No refunds will be issued.

B. [Delinquent Accounts](#)

If an athlete’s dues has gone delinquent the athlete cannot return to practice until their bill has been resolved and the account’s billing information has been updated.

VIII. [Communication](#)

A. [Emails](#)

Emails are a necessity for any organization and ours is no different. Green Whales, Inc. tries to reduce the number of emails that are sent out; however, many emails are automatically sent through our Team’s Website. Please do not ignore emails and address what has been sent to you. If you have a question regarding an email or the number of emails being received please talk to the Team Manager. **GWI requests that all emails are checked DAILY to ensure you have the latest information.**

B. [Team Website](#)

GWI is asking that everyone use the team’s website, www.brigantineaquaticcenter.com, www.greenheadsswimming.org, or the OnDeck App to sign up or decline all meets, meetings, volunteering, fundraising, and functions. It is imperative that everyone uses the team’s website so the coaches are not interrupted while coaching your athletes.

If you need assistance on using the team’s website please contact one of the following GWI Staff Members:

- Team Manager via our [Team Manager Correspondence](#); which is an online Google Form.
- Coach Sari Carroll via an email or text message.
- Coach Robin Taylor via email or text message.

C. [Text Messages](#)

Most individuals prefer to receive a text message rather than an email. In order to send text messages, when we can, all account holders and athletes with cell phones need to provide their cell phone number with area code and the cell phone carrier (AT&T, Verizon, etc.). This is needed by our Team website. If your cell phone carrier is not in the list available by our website a request will be sent to have it added.



Once we have your cell phone number it will be added to the team’s website. You will receive an automated verification text message. Click on the link to verify your cell phone number. If the link doesn’t work, please text or email the code to the Team Manager, they will be able to put in the verification code for you.

Please understand that not all information can be sent via a text message and must be sent via email.

D. Remind Test Messaging

With Parent/Guardian signed permission, there will be Coach/Athlete communication through the “Remind” texting. To sign up text **@greenheads** to **81010**.

E. Social Media

| Site | Link |
|-----------|---|
| Facebook | https://www.facebook.com/pages/BRIGANTINE-GREENHEADS/112864602080973 |
| Twitter | https://twitter.com/BGHSwimming |
| Instagram | https://www.instagram.com/bghswimming/ |
| YouTube | https://www.youtube.com/channel/UCMVqR0z-eF79GO_mBaDUyYQ |

F. Greenheads Swimming Banquet Video

Our team videographer, also produces the Greenheads Swimming Banquet Video. Please send all pictures and videos to greenheadsvideo@gmail.com.

G. Team Mailbox

The Team Mailbox can be found in the front lobby of the Brigantine Aquatic Center. Each swim family has their own folder. If there is more than one family with the same last name the athlete’s first names will be on the tab as well. The mailbox is used to hand out ribbons, awards, information, news, etc that hasn’t been sent out electronically.

We ask that the parent/guardian check this mailbox on a weekly basis. If you are OK with an older athlete collecting the information in the mailbox that is fine; however, we ask that the 8 and under athletes do not go in the mailbox without adult supervision. We further asks that athletes do not go into the mailbox while wet.

There are occasions when we remove access to the mailbox such as when we are preparing for one of our banquets. When this happens we will ensure that everyone receives




H. Google Calendar

The Team’s Google Calendar, https://www.google.com/calendar/embed?src=bghbac%40gmail.com&ctz=America/New_York, provides all pertinent information regarding the practice schedule, swim meets, fundraisers, team functions, etc.

This is the APPROVED SCHEDULE and is followed above the baseline schedule. All changes are made to the Google Calendar immediately.

GWI asks that everyone sync their phones to the Team’s Google Calendar and that they check the Google calendar before leaving for practice. The information on how to do this can be found on our team website.

I. Useful Websites and Phone Apps

| Site | Link/Note |
|-------------------|--|
| NJ Swim | https://www.teamunify.com/Home.jsp?team=eznjslsc |
| USA Swimming | http://usaswimming.org/DesktopDefault.aspx |
| OnDeck APP |  <p>Get in the iPhone or Android App Stores</p> |
| DeckPass Plus APP |  <p>Get in the iPhone or Android App Stores</p> |
| GOSWIM | https://www.goswim.tv/ |
| Meet Mobile App |  <p>Get in the iPhone or Android App Stores</p> |

IX. Roster Group Requirements and Expectations

A. Overall Athlete Expectations

Disclaimer: Due to the COVID-19 limitations set forth by the Government we reserve the right to make changes as necessary throughout the season. These will be communicated via email and/or online meetings.

Our #1 expectation of our athletes is kindness! The coaching staff wishes to promote to athletes to be kind, supportive, well rounded, to have a sense of community, cooperative as a team, competition against yourselves, and to be the best GH that you can be.

1. Responsibility

It is the goal and responsibility of our coaches to develop well-rounded athletes. To do this our coaches will progressively stress to the athlete the importance of:

- Becoming an effective student and athlete.
- Volunteerism, involvement in GWI and the community.
- Increasing the amount of physical work done outside of the swim club (i.e. dryland exercises).
- Greenhead pride!
- Setting an example!
- Recognizing their individual ability to help younger teammates identify and nurture their talents.
- Nurturing a life-long love of swimming.



- Taking initiative when it comes to improving their own training by seeking help when necessary.

2. **Nutrition and Hydration**

Any young athlete should monitor what they eat and drink. Athletes should bring at least one water to all practices and at least one water and Gatorade on competition days. Athletes are required to eat breakfast on meet days and before morning practices; food is fuel. Good suggestions for race day snacks are anything with complex carbs such as: bagels, PB&J, popcorn, pretzels, fruit, and nuts. Energy drinks are not permitted on meet days or at practice no matter the age of the athlete.

3. **Tapering**

Tapering is customary in many endurance sports and is essential for optimal performance. In the context of swimming, **tapering** refers to the practice of reducing exercise in the days, up to a couple weeks, just before an important competition.

We will have taper 2 times per year; (1) a mini taper one week before in December or January, and (2) a 10 day to 2 week taper before our USA championship meet.

There are things that athletes should be doing outside of the pool during this time:

- No dryland or heavy exercise outside of swim practice.
- Take it easy in gym class. A note to your athlete’s Physical Education teacher can be provided.
- Athletes should be getting more sleep, eating more complex carbs, fruits and vegetables, and attending all training sessions.
- Athletes should expect an extra night off or shortened practices during this period.

4. **High School (HS) Swimmers**

High school swimming is a very exciting time for the club swimmer. Finding the balance between your two teams is tricky, but your coaching staff is here to guide you to success on both teams. The most important thing is to communicate with your club coach as to when you will be practicing for each team. This should be planned out weekly with your club coach so that you can get the most from your training.

GWI will require all HS swimmers that wish to participate in USA meets during the HS season to attend at least two club practices per week. If the HS swimmer wishes to practice solely with their HS team, they should not register for any USA meets in Dec, Jan and Feb.



Each HS swimmer will be required to attend a HS swimmer/coaches meeting prior to the start of the season. HS swimmers will be required to participate in two dual meets and championships for the GSJSL. HS swimmers should always demonstrate GWI pride, while remembering that their high school team mates are just that, team mates, and they should be supportive of them regardless of their club affiliation. Remember in swimming your only competition is yourself, to excel at your chosen sport you must be able to cooperate with your teammates.

B. Roster Group Requirements

Disclaimer: Due to the COVID-19 guidelines set forth by the Government all athletes are required to supply their own equipment. This includes but is not limited to: kickboards, pool buoys, goggles, caps, fins, snorkels, etc. All items can be purchased at the pool. Please see Coach Robin.

All roster groups are listed on the website and the bulletin board at the pool. If you have a question regarding which group your athlete is in please see the website or bulletin board first. If there are further questions please contact the head coach or team manager via text or email.

Punctuality – Please arrive 10 minutes before your scheduled practice time to ensure you are ready to get in the pool. If you are going to be more than 10 minutes late to practice please make arrangements to attend a different practice so the group is not interrupted.

Depending on an athlete’s age and roster group they will be required to volunteer in mentoring our younger Green Heads. Each athlete will sign up in the volunteer calendar at the BAC and will then be assigned a roster group to work with for the day they’ve chosen. This is volunteer work and is done on the athlete’s own time; not during their scheduled practice time. As a volunteer you can choose the roster group or athlete you want to work with!

1. POD

The athletes within the POD group are our youngest novice swimmers. Their main goal is to develop a strong kick. 75% of their practice will be devoted to kicking.

| Requirement | Description |
|-------------------|--|
| Age | 3 – 6 y/o Non-USA Swimmers |
| Practice Duration | 1 Hour |
| Attendance | Recommended: 2 – 3 per week; More Encouraged |



| Requirement | Description |
|--------------|--|
| Skills | Coach must recommend athlete for this group. Athlete must be/be able to: <ul style="list-style-type: none"> • Complete 10 laps of kicking with fins. • Put face in water without fear. • Jump into deep end from deck or block. • Emotionally ready to practice in a group with peers. |
| Equipment | 2 pairs of goggles, 1 appropriately sized pair of fins, 2 swim caps, 1 water bottle, 1 appropriately sized practice suit, and 1 appropriately size competition suit if competing. |
| League Meets | All team members are encouraged to attend all league meets. |

2. Purple

The athletes within the Purple group are our novice swimmers. Their main goal is to develop a strong kick. 75% of their practice will be devoted to kicking.

| Requirement | Description |
|-------------------|---|
| Age | 7 – 8 y/o Non-USA Swimmers |
| Practice Duration | 1 Hour |
| Attendance | Recommended: 2 – 3 per week; More Encouraged |
| Skills | Athlete must be/be able to: <ul style="list-style-type: none"> • Complete 10 laps of kicking with fins. • Put face in water without fear. • Positive attitude and the willingness to learn all four competitive strokes. |
| Equipment | 2 pairs of goggles, 1 appropriately sized pair of fins, 2 swim caps, 1 water bottle, 1 appropriately sized practice suit, and 1 appropriately size competition suit if competing. |
| League Meets | All team members are encouraged to attend all league meets. |

* Please note that no bikinis or shorts will be permitted during practice. If an athlete does not have the proper attire they can purchase a swim suit from the BAC. Bikinis and shorts seriously impede the swimmer’s ability to become familiar with important body movement.

3. Bronze

The athletes within the Bronze group are 8 and Under USA swimmers. Their main goal is to technique development for all four competitive strokes.

| Requirement | Description |
|-------------------|--|
| Age | 8 and under USA Minis |
| Practice Duration | 1 Hour |
| Attendance | Required 3 – 4 days a week. |
| Skills | Athlete must be/be able to: <ul style="list-style-type: none"> • Complete 10 laps of kicking with fins. • No fear of diving. • Swim freestyle and backstroke. • Dolphin kick • Positive attitude and the willingness to learn all four competitive strokes. |
| USA Registration | Required; USA Swimming IDs are REQUIRED to have with them at all USA Swim Meets. It is recommended to use the DeckPass App. |



| Requirement | Description |
|----------------|---|
| Equipment | 2 pairs of goggles, 1 appropriately sized pair of flippers, 2 swim caps, 1 water bottle, 1 mesh bag, 1 appropriately sized swim suit, and 1 appropriately size competition suit if competing. |
| USA Swim Meets | Coach will recommend USA Swim Meets throughout the year; full participation is encouraged. |
| League Meets | All team members are encouraged to attend all league meets. |

4. Green

The athletes within the Green group are 9 & Over Non-USA swimmers and USA Swimming Technique Group. Their main goal is to technique development for all four competitive strokes.

| Requirement | Description |
|-------------------|--|
| Age | 9 y/o and over Non-USA Swimmers |
| Practice Duration | 1 Hour |
| Attendance | Recommended: 2 – 3 per week; More Encouraged |
| Skills | Athlete must be/be able to: <ul style="list-style-type: none"> • Complete 10 laps of kicking with fins. • Positive attitude and the willingness to learn all four competitive strokes. |
| USA Registration | With Coach recommendation ONLY; USA Swimming IDs are REQUIRED to have with them at all USA Swim Meets. It is recommended to use the DeckPass App. |
| Equipment | 2 pairs of goggles, 1 appropriately sized pair of flippers, 2 swim caps, 1 water bottle, 1 mesh bag, 1 appropriately sized swim suit, and 1 appropriately size competition suit if competing. |
| USA Swim Meets | Coach will recommend USA Swim Meets throughout the year; full participation is encouraged. |
| League Meets | All team members are encouraged to attend all league meets. |

5. Silver

The athletes within the Silver group are 9 – 12 USA swimmers with Bronze and Silver Time Standards. Their main goal is dedication to the sport, their team, and the willingness to improve their technique daily.

| Requirement | Description |
|-------------------|--|
| Age | 9 – 12 y/o USA Swimmers |
| Practice Duration | ~1 ½ Hour |
| Attendance | Required 4 - 5 days per week |
| Skills | Athlete must be/be able to: <ul style="list-style-type: none"> • Ready to commit to the sport. • Positive attitude and have basic knowledge of all four competitive strokes. • Strive daily to develop better technique. • Basic principles in reading pace clock and interval training • Swim 8 x 50 free on 1:30. |
| USA Registration | Required; USA Swimming IDs are REQUIRED to have with them at all USA Swim Meets. It is recommended to use the DeckPass App. |
| Equipment | 2 pairs of goggles, 1 appropriately sized pair of flippers, 2 swim caps, 1 water bottle, 1 mesh bag, 1 frontal snorkel, 1 |



| Requirement | Description |
|----------------|---|
| | appropriately sized swim suit1 appropriately sized swim suit, and 1 appropriately size competition suit if competing. |
| USA Swim Meets | Coach will recommend USA Swim Meets throughout the year; full participation is encouraged. |
| League Meets | All team members are encouraged to attend all league meets. |

6. Gold

The athletes within the Gold group are 10 & Over USA swimmers that have achieved a Gold Time Standard within their USA Swimming career. Their main goal is dedication to the sport, their team, and the willingness to improve their technique daily.

| Requirement | Description |
|-------------------|--|
| Age | 10 y/o and over USA Swimmers |
| Practice Duration | 2 Hours |
| Attendance | Required 5 - 6 days a week; 13 & Over swimmers should be willing to do doubles during summers and winter build periods. |
| Skills | Athlete must be/be able to: <ul style="list-style-type: none"> • Ready to commitment to greatness encouraged. • Competition required. • Positive attitude. • Efficient in four competitive strokes. • Principles in reading pace clock and interval training. • 10 – 12 y/o” 6 x 100 free on 2:00. • 13 & Over: 6 x 100 Free on 1:30. |
| USA Registration | Required; USA Swimming IDs are REQUIRED to have with them at all USA Swim Meets. It is recommended to use the DeckPass App. |
| Equipment | 2 pairs of goggles, 1 appropriately sized pair of flippers, 2 swim caps, 1 water bottle, 1 mesh bag, 1 appropriately sized practice and competition swim suit, frontal snorkel, drag suit, paddles, pull-buoy, kickboard, parachute, breaststroke fins (suggested), mono fins (suggested) |
| USA Swim Meets | Coach will recommend USA Swim Meets throughout the year; full participation is encouraged. |
| League Meets | All team members are encouraged to attend all league meets. |

A drag suit is a suit that is worn to increase resistance in the water therefore increasing the aerobic effect of the workout. Suits that are designed for this purpose can be purchased through the Brigantine Aquatic center.

X. Practice Schedule

Disclaimer: Due to the COVID-19 limitations set forth by the Government we reserve the right to make changes as necessary throughout the season. These will be communicated via email and/or online meetings.



The baseline practice schedule is posted to the Team’s website and on the bulletin board at the BAC; however this is just a baseline and is subject to change without notice. **The Team’s Google Calendar is the APPROVED SCHEDULE and is followed above the baseline schedule. All changes are made to the Google Calendar immediately.**

There are instances when practice needs to be cancelled such as in cases of emergency, snow days, holidays, facility issues, meet weekends when all coaches are required to be at the meets.

In all cases of cancelled practices at least a 24 hour notice will be given, when possible. Notifications will be made via the Team’s News on the website, our Facebook page, email, and text messaging when 24 hour notice cannot be given.

No practice on the following holidays: New Year’s Day, Easter, Mother’s Day, Memorial Day, 4th of July*, Labor Day, Halloween, Thanksgiving & Black Friday, Christmas Eve, Christmas Day, and New Year’s Eve*. * Depending on the day of the week the holiday falls.

All practices will be cancelled when any Roster group is attending a swim meet or there is a team function unless otherwise noted on the Team’s Google Calendar. Practice may be canceled on other days at the discretion of the Head Coach(es).

A mandatory two weeks off will be at the end of each season, winter and summer. During this time athletes are allowed to use their BAC membership and come to swim.

XI. Minor Athlete Abuse Prevention Policy (MAAPP) & Safe Sport

Greenheads Swimming is 2020 Certified under USA Swimming’s Safe Sport. This is a huge accomplishment and one we are very proud of! At the end of this handbook you can find all of our MAAPP and Safe Sport forms and policies. All information can also be found on the [Safe Sport](#) tab on our team website.

Greenheads Swimming will follow the USA Swimming MAAPP. The full USAS MAAPP policy can be found as an addendum to this Handbook and electronically on the [Safe Sport](#) tab on our team website. All Coaches, Officials, Adult Athletes, and Parents are required to sign the GWI MAAPP Agreement applicable to their role. If an individual fulfills more than one role they will be required to sign each applicable role’s agreement. Said agreements can be found within this handbook and on the [Safe Sport](#) tab on our team website.

Lastly, there is annual Athlete Protection Training for all athletes. The information can be found on the [Safe Sport](#) tab on our team website.

IMPORTANT: All families will receive an automated PDF with all documents and forms with digital signature boxes. These are to be submitted back to the team electronically.

XII. Swim Meets

Disclaimer: Due to the COVID-19 limitations set forth by the Government we reserve the right to make changes as necessary throughout the season. These will be communicated via email and/or online meetings.

A. Dual Meets

- Dual Meets are open to ALL COMPETING Greenheads; no USA Registration is required.
- Please ACCEPT or DECLINE your athlete(s) for all swim meets by the registration deadline date via the team's website. **No GH Staff will do this for you; all parents/guardians/athletes will be responsible for signing up, or declining, for their own swim meets by the registration deadline.**
- When signing up for swim meets please only ACCEPT or DECLINE for all dual meets.
 1. The coaches will put the athletes in events; unless the system specifically asks for an event to be selected (such as Champs).
 2. If your athlete would like to swim in a specific event for a dual meet please put that in your comment when ACCEPTING for the event. The coaches will take this into consideration when assigning events.
 3. Please note that your athlete may be put in an age group older than their current age; this is at the discretion of the coaching staff.
- On the day of a swim meet please be at the appropriate location 15 minutes before the warm up time. If you cannot make this please contact the Head Coaches a minimum of 24 hours in advance. Warm ups are extremely important and should not be missed.

B. USA Swimming and Meets

Well, for one thing, it means you are on the same team as Ryan Lochte, Natalie Coughlin and all your Olympic heroes! For another, it means you can grab cool stuff like cell phone downloads, a free poster, and videos.

1. Age Group USA Meets

These are USA Swim meets for the 9 to 18 age groups. These are broken up as follows:

- 10 & Under
- 11 & 12
- 13 & 14
- 15 & Over

The "Age Group" meets that the coaching staff recommends are highly recommended for all USA Athletes.

2. Gold, Silver, & Bronze USA Meets

These meets are also age group appropriate and are broken up for the athletes to obtain motivational times. It is a great way to record your progress as you are swimming against the clock and not against a competitor. Each athlete swims in



their appropriate age group however their awards/ribbons are based on the USA motivational times.

3. **Qualifying Meets**

These are USA Swim Meets that require the athlete to obtain a specific qualifying time in order to register for the meet. These meets include: Junior Olympics, Silver Champs, Senior Champs, Eastern Zone Championships, Sectionals, and Junior Nationals.

4. **Non-Greenheads Hosted USA Swim Meets**

USA registered athletes are required to attend a minimum of two USA Sanctioned swim meets per calendar year in order to keep their USA Registration standing. Some of the USA Swim Meets require qualifying times where others do not. When registering for these events it will be posted if a qualifying time is required. All meet fees, individual and relay, will be charged to your BGH account in advance of the event.

XIII. Volunteering, Fundraising, & Team Functions

A. **Parental Volunteering**

As a team we could never have gotten this far if it weren't for our consistently outstanding volunteers! It sometimes takes an army to organize our Greenheads events and thus we must call upon our athlete's parents and families for help. We appreciate everyone using the "Job Signups" system on our website. With this system we hope to foster an environment where swimmers, coaches, and parents all play an important role. As each swimmer begins to dedicate more time to this sport, their coach begins to dedicate more time to the swimmer. Due to this balance, we also find it fair to ask parents of more involved swimmers to dedicate more volunteer time.

DISCLAIMER: Due to COVID-19, at this time all swim meets and team functions have been cancelled so the volunteering fee will not be charged. We reserve the right to make changes as necessary throughout the season. These will be communicated via email and/or online

All families will be charged a \$50 Volunteering Fee for the winter season and a \$25 fee Volunteering fee for the summer season. If the family volunteers throughout the season their fee will be refunded to their account; however, if the family does not volunteer the fee will be forfeited. These fees will be charged automatically to the account on November 1st and July 1st of each year.

B. **Fundraising**

Fundraising is an essential part of any team; as well as hosting Greenheads Events, Swim Gear Orders, Team dinners out, and Team Outings will be introduced throughout the year.

C. **Team Functions**

There will be many team functions throughout the year. It is important to have your athlete participate in these team functions to encourage Greenheads Spirit and Pride



outside of the pool. These include but are not limited to Halloween Party/Sahl's Farm Outing, Christmas/Holiday Party, Winter Season Banquet, and the Summer BBQ. Each team function may require swim families to bring additional items, such as a covered dish, drinks, etc.

XIV. Forms

All forms can be found at the end of this handbook and on our Team's Website and will prompt the user to submit through Google Forms or through a fillable PDF. There will also be printed forms at the pool. These forms will include but are not limited to: [Team Manager Correspondence](#), [Suspension/Cancellation](#), [MAAPP Agreements](#), [Handbook Agreement](#), and [Travel Waivers](#).

XV. How do I do...

The Team's Website will be used more and more to increase automation and free up our coaches to work with the athletes. Many parents and athletes have asked how they do something on the website. This section provides step by step instructions on how to do certain things. View the "[Greenheads Swimming](#)" list on our webpage for resources to help you.

Team Unify Attend/Decline Process

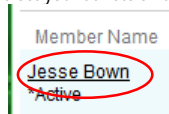
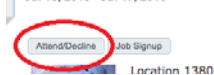
It doesn't matter if you need to sign up for a swim meet, team function, meeting, or party; our Team Unify website follows the same process. You can follow the link in the email you received or you can go straight from our website.

- | From your EMAIL | From the WEBSITE |
|---|--|
| 1. From the email, select the link that starts with "More Information....". | 1. Log in to our website using your credentials. |
| 2. Log in to our website using your credentials. | 2. From the "Home" page select the "Greenheads Swimming" and then "Meet Signup". |
| 3. You are taken directly to the event. | 3. Scroll to the event you want to Attend/Decline and click on the event name. |

Regardless of how you got to the event, EMAIL or WEBSITE, the steps are the same from this point.

- Review all the information about the event before selecting the ATTEND/DECLINE button.
- Select the "Attend/Decline" button.
- Change your "Declaration" to "Yes" or "No" and enter any notes that you want. If there is a special request in the "Important Notes" section please make sure you follow/answer them.

Metro LC Champs
Jul 15, 2016 - Jul 17, 2016



- Change your "Declaration" to "Yes" or "No" and enter any notes that you want. If there is a special request in the "Important Notes" section please make sure you follow/answer them.

BGH Summer BBQ (Aug 18, 2017 05:30)

Member Athlete:

Jesse Bown

Important Notes:

Please indicate the following in the notes column:
 * Number of athletes
 * Number of free guests (1 per athlete)
 * Number of additional guests (\$10 cash paid at door)
 Don't forget to sign up to bring a side dish, drinks, or de items.

*Declaration

Yes, please sign [Jesse] up for this event

Notes

(days cannot attend, etc.):

1 Athlete
1 Free Guest

- If you are going to decline, select "No" in the "Declaration" drop down field and then select "Save Changes". Then skip to step 11.
- If this a swim meet that you can select events for, please do so by selecting the "check box" next to the event your athlete would like to swim.

| Day 1 Session 1 | | Max Entries this Session IE = 4 Rel = | | | | | |
|-------------------------------------|------------|---|--------------------------|----------|-----|-----|-----------------|
| Best Time | Entry Time | Bonus | Exhibition | Approval | Ev# | Gen | Event |
| <input checked="" type="checkbox"/> | NT | <input type="checkbox"/> | <input type="checkbox"/> | | 2 | B | Open 200 Back |
| <input type="checkbox"/> | NT | <input type="checkbox"/> | <input type="checkbox"/> | | 6 | B | Open 100 Breast |

- Select the "Save Changes" button.



- You'll see the confirmation once your changes have been saved.

| Member Name | Member Commitment | Coach Approve | Last Updated |
|------------------------|-------------------|---|-------------------|
| test Tester *Active | ✔ Committed | # 2 (d1/s1): B Open 200 Back (NT) # 14 (d1/s1): B Open 100 Free (NT) # 42 (d2/s3): B Open 200 Free (NT) | 08/25/16 11:28 AM |

- Repeat this process starting at step 6 for each of your athletes.

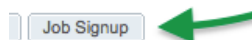
Team Unify Job Signup Process

It doesn't matter if you need to do a JOB sign up for a swim meet, team function, meeting, or party; our Team Unify website follows the same process. You can follow the link in the email you received or you can go straight from our website.

- | From your EMAIL | From the WEBSITE |
|---|--|
| 1. From the email, select the link that starts with "More Information....". | 1. Log in to our website using your credentials. |
| 2. Log in to our website using your credentials. | 2. From the "Home" page select the "Greenheads Swimming" and then "Meet Signup". |
| 3. You are taken directly to the event. | 3. Scroll to the event you want to sign up for a JOB. |

Regardless of how you got to the event, EMAIL or WEBSITE, the steps are the same from this point.

- Review all the information about the event before selecting the "Job Signup" button.
- Select the "Job Signup" button.



Location 13806

- Check the boxes by jobs you will work. Be careful not to pick conflicting times!
- Click Signup.

| Job Name/Notes | Time Periods Signup |
|--|--|
| Announcer Announce events and awards on PA. | 07/15/2016 08:00 AM - 07/15/2016 04:00 PM (8.00 Hrs.) 1 Anderson, Mark 07/16/2016 08:00 AM - 07/16/2016 04:00 PM (8.00 Hrs.) 1 Barnes, Johnny & Rebecca |
| Awards Work at awards table. Places labels on awards and distributes to eligible swimmers. | 07/15/2016 11:00 AM - 07/15/2016 03:00 PM (4.00 Hrs.) 1 Barnes, Johnny & Rebecca 07/15/2016 12:00 PM - 07/15/2016 04:00 PM (4.00 Hrs.) 1 Bryant, Louis 07/16/2016 11:00 AM - 07/16/2016 03:00 PM (4.00 Hrs.) 1 <input checked="" type="checkbox"/> ----- 2 <input type="checkbox"/> ----- 07/16/2016 12:00 PM - 07/16/2016 04:00 PM (4.00 Hrs.) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> ----- |
| BBQ Cook Set up, operate and breakdown the grill for the snack bar | 07/15/2016 10:30 AM - 07/15/2016 02:30 PM (4.00 Hrs.) 1 <input checked="" type="checkbox"/> ----- 2 <input type="checkbox"/> ----- |

- In the popup box, enter the name of the person doing the job, their name and number.

It is very important that we know who is doing the job; especially when you are signing up for more than one job. If different folks are performing a job you will have to sign them up separately.

In the case of a party, please indicate what you are bringing, such as pasta salad.

Click **Sign Up**.

Please Supply Your Volunteer's Information

Please provide any additional contact information for the person who will actually be doing the work.

Optional Contact Info:

Go Back Sign Up

- If you accidentally sign up for the wrong job, or later discover you can't work a job, select the job and click **Remove Signup**. You can do this up until 11:59pm of the *Job Signup Deadline* at the top of the page.
- You may click **Print My Job Signup Summary** near the top for a handy reference of all the jobs you signed up for.

Signup Job for Account: Collins, Anna (540-555-3412)

Event: Metro LC Champs (Jul 15, 2016 - Jul 17, 2016)

Registration Deadline: 07/13/2016

Job Signup Deadline (till midnight): 07/14/2016

[Print My Job Signup Summary](#)

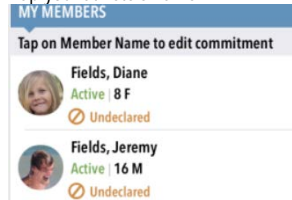
OnDeck Attend/Decline Process

Just like the website, you can attend/decline a swim meet, team function, meeting, or party using the OnDeck app.

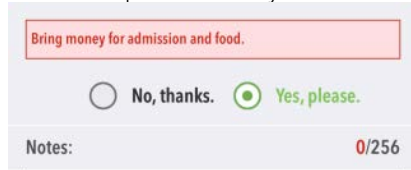
1. Open the OnDeck app and login with your TeamUnify credentials.
2. From the menu (in the top left), tap **Events > Events & Meet Entries**.
3. Scroll to the event you want to view, then tap the event name.
4. Review all information.
5. The DECLARE and JOB SIGNUP buttons will be at the top.
6. Tap the DECLARE button.



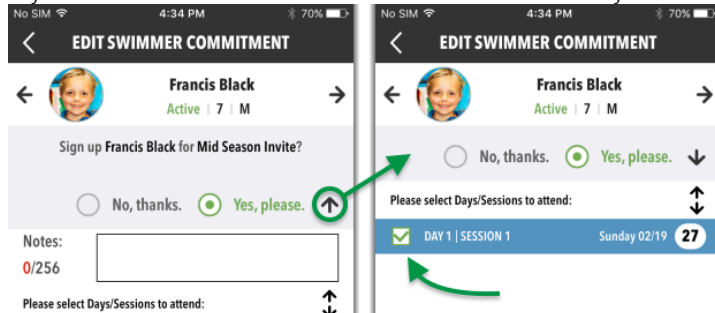
7. Tap your athlete's name.



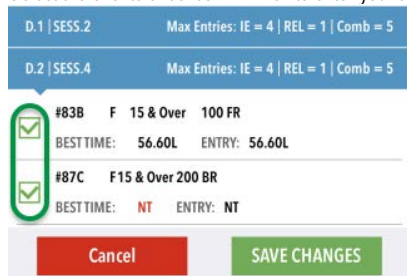
8. Select "No, thanks" or "Yes, please" and enter any notes that you want. If there is a special request in the "Important Notes" section please make sure you follow/answer them. If you are selecting "No, thanks" skip to step 11.



9. You may tap the **up arrow** by the Yes/No radio buttons to hide notes and make more room for days/sessions. Select the Days/Session to attend and then select the events checkbox in which to enter your athlete.



10. Select the events checkbox in which to enter your athlete.

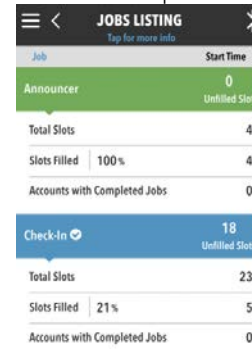


11. Tap **SAVE CHANGES** and then **OK**.
12. Repeat this process starting at Step 6 for each of your athletes.

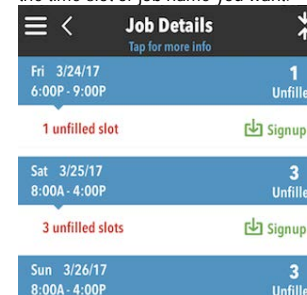
OnDeck Job Signup Process

Just like the website, you can sign up for Jobs using the OnDeck app.

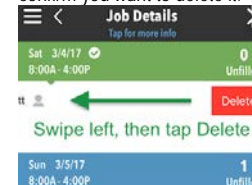
1. Open the OnDeck app and login with your TeamUnify credentials.
2. From the menu (in the top left), tap **Job Manager**.
3. Tap the desired upcoming meet to see which jobs are available for you to sign up for. A list of jobs is displayed. If the job title is green all the slots have been filled for that position.
4. Tap the Job you wish to sign up for. It will give you the name of the job, the date and times for the job and how many slots are needed.



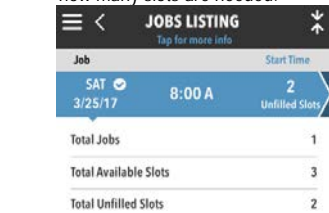
5. Once you have tapped a job name or time slot that you want to signup for, tap the **Signup** button under the time slot or job name you want.



7. If you signed up for the wrong job or need to cancel, you can delete your entry by swiping your name left and then tapping the **Delete** button. Tap **Yes** to confirm you want to delete it.



9. This will bring up a screen that gives you a summary of how many events and jobs you have signed up for.

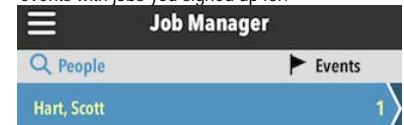


6. This will open the *Confirm Signup* dialog



- Tap the **Other** button. On the next screen you will be prompted to enter in the Name and Contact Info of the person who will be working the job. **ALWAYS select OTHER, so you can enter the name of who will be working.**
- Tap the **Cancel** button if you picked the wrong Job or Time Slot.

8. Tap the **People** tab and then your name to show all events with jobs you signed up for.



10. Tap the **person icon** by a job name to change or add contact information. Add the name of the person who is working that job, such as a family member.

11. You are not able to sign up for any new jobs from this area. Go back to the **Events** tab to do that



GREEN WHALES, INC.



SWIM PARENT/GUARDIAN HANDBOOK AGREEMENT

I, _____, **Greenheads Swimming Parent/Guardian**, acknowledge the receipt of the Greenheads Swimming, a part of Green Whales, Inc., Handbook and acknowledge my responsibility to review the handbook with my **Greenheads Swimming athlete(s)**, *please list the first and last name of each athlete you have on the team:*

I agree to all terms and obligations defined in this handbook including but not limited to, *please place your initials next to each item:*

| Initials | Item |
|----------|---|
| | Greenheads Swimming registration and financial policies (billing, suspension/cancellation, late fees, meet fees, registration fees, and delinquent accounts). |
| | Greenheads Swimming Communication policies. |
| | Adherence to all Greenheads Swimming Practice Schedules, Roster Group requirements and USA Swimming requirements. |
| | Adherence to Accepting/Declining all Team Functions and Swim Meets via OnDeck or TeamUnify. |
| | Adherence to my family's obligation to pay the volunteering fees billed automatically to my account. I further understand that if my family does not complete the required number of volunteer hours each season this fee is forfeited. DEFERRED FOR THE 2020-2021 YEAR. |

I have discussed all questions regarding the Greenheads Swimming Handbook with the Head Coach/Head Deck Coach **AND** the Team Manager with complete resolution.

| Person | Printed Name | Signature | Date |
|-------------------------------|--------------|-----------|-----------------|
| Parent/Guardian | | | ___ / ___ / ___ |
| Head Coach or Head Deck Coach | | | ___ / ___ / ___ |
| Team Manger | | | ___ / ___ / ___ |

* This page will be signed annually by all parties and kept on file



GREENHEADS SWIMMING

MINOR ATHLETE ABUSE PROTECTION POLICY

Adopted
09/23/2019

Last Updated
08/19/2020



THIS POLICY APPLIES TO

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

GENERAL REQUIREMENT

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

ONE-ON-ONE INTERACTIONS

- Observable and Interruptible
 - One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.
- Meetings
 - Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
 - If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
 - Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.
- Meetings with Mental Health Care Professionals and/or Health Care Providers
 - If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:
 - The door remains unlocked;
 - Another adult is present at the facility;
 - The other adult is advised that a closed-door meeting is occurring; and
 - Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to GREENHEADS SWIMMING.
- Individual Training Sessions
 - Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is



GREENHEADS SWIMMING

MINOR ATHLETE ABUSE PROTECTION POLICY

Adopted
09/23/2019

Last Updated
08/19/2020



observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

- Content
 - All electronic communication from Applicable Adults to minor athletes must be professional in nature.
- Open and Transparent
 - Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.
 - When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.
- Requests to Discontinue
 - Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by GREEN HEADS SWIMMING, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.
- Hours
 - Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.
- Prohibited Electronic Communication
 - Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" GREEN HEADS SWIMMING and/or LSC's official page.
 - Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL

- Local Travel
 - Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).
 - Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or



GREENHEADS SWIMMING

MINOR ATHLETE ABUSE PROTECTION POLICY

Adopted
09/23/2019

Last Updated
08/19/2020



another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

- Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.
- Team Travel
 - Team travel is travel to a competition or other team activity that the organization plans and supervises.
 - During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.
 - When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.
 - Team Managers and Chaperones who travel with GREEN HEADS SWIMMING or LSC must be USA Swimming members in good standing.
 - Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete.
 - Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.
 - Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

- Requirement to Use Locker Room or Changing Area
 - The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).
- Use of Recording Devices
 - Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.
- Undress
 - An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.
- One-on-One Interactions
 - Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the



GREENHEADS SWIMMING

MINOR ATHLETE ABUSE PROTECTION POLICY

Adopted
09/23/2019

Last Updated
08/19/2020



- organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.
- Monitoring
 - GREEN HEADS SWIMMING must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:
 - 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; and/ord.
 - Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.
 - Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.
 - Legal Guardians in Locker Rooms or Changing Areas
 - Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

Definition: In this section, the term "Massage" refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

- General Requirement
 - Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.
- Additional Minor Athlete Requirements
 - Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to GREEN HEADS SWIMMING.
 - Legal guardians must be allowed to observe the Massage.
 - Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
 - Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan



GREENHEADS SWIMMING USAS MAAPP – PARENT/GUARDIAN AGREEMENT



Separate forms are REQUIRED for each athlete.

I, _____, a **Greenheads Swimming Parent/Guardian**, of _____, a **Greenheads Swimming athlete**, have reviewed the material provided on the **Greenheads Swimming [Safe Sport page](#)**. I, _____, a **Greenheads Swimming Parent/Guardian**, agree to the items with my initials next to them. *Please place your initials next to each item and fill in any additional information needed.*

| Initials | Item |
|----------|---|
| | My athlete is permitted to travel to/from practice, team functions, and/or swim meets with a coach, official, adult athlete, or other swim parent <i>provided I have signed the necessary waiver for each instance</i> . Paper Form or Google Form (https://forms.gle/DqGSE5FEDAFy2Ly1A). |
| | My athlete is permitted to have communication with their coaches via email through the athlete’s email address: _____. I understand that I will need to assist my athlete in accepting the verification email. I further understand that my athlete MUST include their parent/guardian on the email correspondence. |
| | My athlete is permitted to have communication with their coaches via text messaging through athlete’s cell phone number: _____. I understand that I will need to assist my athlete is accepting the verification text. I further understand that my athlete MUST include their parent/guardian on the text correspondence. |
| | My athlete is permitted to have communication with their coaches and team via social media. |
| | I have reviewed the Minor Athlete Abuse Protection Policy and understand what an Applicable Adult is. I further understand that I am considered an Applicable Adult. |

I, _____, a **Greenheads Swimming Parent/Guardian**, have discussed all questions regarding the USA Swimming MAAPP and waivers with the Team Manager with complete resolution.

| Person | Printed Name | Signature | Date |
|-------------------------------|--------------|-----------|-----------------|
| Parent/Guardian | | | ___ / ___ / ___ |
| Head Coach or Head Deck Coach | | | ___ / ___ / ___ |
| Team Manger | | | ___ / ___ / ___ |

* This page will be signed annually by all parties and kept on file.

MAAPP GENERAL REQUIREMENT: USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy (<https://www.usaswimming.org/docs/default-source/safe-sportdocuments/maapp/usaswimmingmaapp.pdf>) must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.



USAS MAAPP - COACH AGREEMENT



I, _____, a **Greenheads Swimming Coach**, have received, read, understand, and/or watched all USA Swimming Webinars for the Minor Athlete Abuse Prevention Policy. I further acknowledge and understand that agreeing to comply with the contents of this Policy is a condition of my membership with **Greenheads Swimming**.

I, _____, a **Greenheads Swimming Coach**, agree to the following items based upon my initials next to each one and my signature below.

| Initials | Item |
|----------|--|
| | I understand that as a Coach I am an <i>Applicable Adult</i> as defined within the policy. |
| | I understand the <i>One-on-One Interactions</i> rules provided within the policy. |
| | I understand the <i>Social Media and Electronic Communications</i> rules provided within the policy. |
| | I understand the <i>Travel</i> rules provided within the policy. |
| | I understand that I am not permitted to travel with athletes to/from swim meets unless the athlete's parent/guardian has <i>signed</i> the appropriate waiver. Said waiver must be dated for the swim meet in question. |
| | I understand that I am not permitted to travel with athletes to/from swim practice unless the athlete's parent/guardian has <i>signed</i> the appropriate waiver. Said waiver must be dated for the swim practice in question. |
| | I understand the <i>Locker Rooms and Changing Areas</i> rules provided within the policy. |
| | I understand the <i>Massages and Rubdowns/Athlete Training Modalities</i> rules provided within the policy. |

I _____, a **Greenheads Swimming Coach**, have discussed all questions regarding the USA Swimming MAAPP and waivers with the Head Coach/Head Deck Coach **and** the Team Manager with complete resolution.

| Person | Printed Name | Signature | Date |
|-------------------------------|--------------|-----------|-----------------|
| Parent/Guardian | | | ___ / ___ / ___ |
| Head Coach or Head Deck Coach | | | ___ / ___ / ___ |
| Team Manger | | | ___ / ___ / ___ |

*** This page will be signed annually by all parties and kept on file.**



GREENHEADS SWIMMING USAS MAAPP – OFFICIAL AGREEMENT



I, _____, Official with **Greenheads Swimming**, have received, read, understand, and/or watched all USA Swimming Webinars for the Minor Athlete Abuse Prevention Policy. I further acknowledge and understand that agreeing to comply with the contents of this Policy is a condition of my membership with **Greenheads Swimming**.

I, _____, Official with **Greenheads Swimming**, agree to the following items based upon my initials next to each one and my signature below.

| Initials | Item |
|----------|--|
| | I understand that as an <i>Official</i> I am an <i>Applicable Adult</i> as defined within the policy. |
| | I understand the <i>One-on-One Interactions</i> rules provided within the policy. |
| | I understand the <i>Social Media and Electronic Communications</i> rules provided within the policy. |
| | I understand the <i>Travel</i> rules provided within the policy. |
| | I understand that I am not permitted to travel with athletes to/from swim meets unless the athlete's parent/guardian has <i>signed</i> the appropriate waiver. Said waiver must be dated for the swim meet in question. |
| | I understand that I am not permitted to travel with athletes to/from swim practice unless the athlete's parent/guardian has <i>signed</i> the appropriate waiver. Said waiver must be dated for the swim practice in question. |
| | I understand the <i>Locker Rooms and Changing Areas</i> rules provided within the policy. |
| | I understand the <i>Massages and Rubdowns/Athlete Training Modalities</i> rules provided within the policy. |

I _____, Officials with **Greenheads Swimming**, have discussed all questions regarding the USA Swimming MAAPP and waivers with the Head Coach/Head Deck Coach **and** the Team Manager with complete resolution.

| Official | Printed Name | Signature | Date |
|----------------------------------|--------------|-----------|-----------------|
| Official | | | ___ / ___ / ___ |
| Head Coach or Head Deck Coach | | | ___ / ___ / ___ |
| Team Manger | | | ___ / ___ / ___ |

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MAAPP GENERAL REQUIREMENT: USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy (<https://www.usaswimming.org/docs/default-source/safe-sportdocuments/maapp/usaswimmingmaapp.pdf>) must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.



GREENHEADS SWIMMING

USAS MAAPP – ADULT ATHLETE AGREEMENT



I, _____, an Adult Athlete with **Greenheads Swimming**, have received, read, understand, and/or watched all USA Swimming Webinars for the Minor Athlete Abuse Prevention Policy. I further acknowledge and understand that agreeing to comply with the contents of this Policy is a condition of my membership with **Greenheads Swimming**.

I, _____, an Adult Athlete with **Greenheads Swimming**, agree to the following items based upon my initials next to each one and my signature below.

| Initials | Item |
|----------|---|
| | I understand that as an Adult Athlete, I am an <i>Applicable Adult</i> as defined within the policy. |
| | I understand the <i>One-on-One Interactions</i> rules provided within the policy. |
| | I understand the <i>Social Media and Electronic Communications</i> rules provided within the policy. |
| | I understand the <i>Travel</i> rules provided within the policy. |
| | I understand that I am not permitted to travel with minor athletes, other than my siblings, to/from swim meets unless the athlete’s parent/guardian has <i>signed</i> the appropriate waiver. Said waiver must be dated for the swim meet in question. |
| | I understand that I am not permitted to travel with minor athletes, other than my siblings, to/from swim practice unless the athlete’s parent/guardian has <i>signed</i> the appropriate waiver. Said waiver must be dated for the swim practice in question. |
| | I understand the <i>Locker Rooms and Changing Areas</i> rules provided within the policy. |
| | I understand the <i>Massages and Rubdowns/Athlete Training Modalities</i> rules provided within the policy. |

I _____, an Adult Athlete with **Greenheads Swimming**, have discussed all questions regarding the USA Swimming MAAPP and waivers with the Head Coach/Head Deck Coach **and** the Team Manager with complete resolution.

| Coach | Printed Name | Signature | Date |
|-------------------------------|--------------|-----------|-----------------|
| Adult Athlete | | | ___ / ___ / ___ |
| Head Coach or Head Deck Coach | | | ___ / ___ / ___ |
| Team Manger | | | ___ / ___ / ___ |

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GREENHEADS SWIMMING TRANSPORTATION AGREEMENT



Separate forms are REQUIRED for each athlete.

I, _____, a **Greenheads Swimming Parent/Guardian** of _____
 _____, a **Greenheads Swimming** minor athlete, give express written permission, and grant an exception
 to the Minor Athlete Abuse Prevention Policy for _____
 (Coach/Official/Adult), an unrelated Applicable Adult, to provide vehicle transportation to _____
 _____, a **Greenheads Swimming** minor athlete, to a swim meet, swim practice, or team
 function on the signed date. I understand that a copy of this form **MUST** be signed and kept by the
 team. An online [Google Form](#) is also available.

| Date | Event Type | Parent/Guardian Signature | Applicable Adult Signature | Initials Upon Return | |
|------|--|------------------------------|-------------------------------|-------------------------|---------------------|
| | Swim Meet, Practice, or Team Function | | | Parent / Guardian | Applicable Adult |
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MAAPP GENERAL REQUIREMENT: USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy (<https://www.usaswimming.org/docs/default-source/safe-sportdocuments/maapp/usaswimmingmaapp.pdf>) must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.



GREENHEADS SWIMMING CODE OF CONDUCT - COACH



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

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

I, _____, a **Greenheads Swimming Coach**, adhere to the following Code of Conduct for Swim Coaches set forth by USA Swimming. Any complaints of a coach violating this code of conduct will be brought to the attention of the Head Coach, Head Deck Coach, or a GWI Trustee.

| Coach | Printed Name | Signature | Date |
|----------------------------------|--------------|-----------|-----------------|
| Coach | | | ___ / ___ / ___ |
| Head Coach or Head Deck Coach | | | ___ / ___ / ___ |
| Team Manger | | | ___ / ___ / ___ |



GREENHEADS SWIMMING CODE OF CONDUCT – PARENT/GUARDIAN



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: At all times, adhere to USA Swimming’s rules and code of conduct.

- 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 our Head Coach; then, if not satisfied, to the Head Deck Coach or GWI Trustee.

I, _____, a **Greenheads Swimming Parent/Guardian**, for my athlete(s), _____

(list all athletes by first and last name) adhere to the following Code of Conduct for a Parent/Guardian set forth by USA Swimming. I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

| Coach | Printed Name | Signature | Date |
|----------------------------------|--------------|-----------|-----------------|
| Parent/Guardian | | | ___ / ___ / ___ |
| Head Coach or Head Deck Coach | | | ___ / ___ / ___ |
| Team Manger | | | ___ / ___ / ___ |

MAAPP GENERAL REQUIREMENT: USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy (<https://www.usaswimming.org/docs/default-source/safe-sportdocuments/maapp/usaswimmingmaapp.pdf>) must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.



GREENHEADS SWIMMING CODE OF CONDUCT - ATHLETE



Separate forms are REQUIRED for each athlete.

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

- I will respect and show courtesy to myself, 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 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 GreenHeads Swimming's rules and USA Swimming's rules and codes of conduct.

I, _____, a **Greenheads Swimming Athlete**, adhere to the following Code of Conduct for athletes set forth by GreenHeads Swimming and USA Swimming. 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.

| Coach | Printed Name | Signature | Date |
|----------------------------------|--------------|-----------|-----------------|
| Athlete | | | ___ / ___ / ___ |
| Parent/Guardian | | | ___ / ___ / ___ |
| Head Coach or Head Deck Coach | | | ___ / ___ / ___ |
| Team Manger | | | ___ / ___ / ___ |

*** This page will be signed annually by all parties and kept on file.**



GREENHEADS SWIMMING

CELL PHONE & PHOTOGRAPHY POLICY



Separate forms are REQUIRED for each athlete.

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.

POLICIES

Cell phones are **NOT** permitted in the locker rooms or behind the diving blocks at any time. This includes any device that can take photographs or video. GreenHeads Swimming provides a location for all athletes to deposit their phones before practice. They can pick up their phones in the same location after practice.

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”) should only be done with parents’ consent per the attached form.

A parent or guardian has a right to refuse to have their children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing.

In the case of open meets and other competitions where we, as the host club, has an official photographer/videographer present, all parents will be made aware that photos and videos will be posted on social media within the meet announcement. Our videographer does live streaming for family members that cannot attend the event.

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 should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms.



GREENHEADS SWIMMING CELL PHONE & PHOTOGRAPHY POLICY



PHOTOGRAPHY CONSENT FORM

Green Heads Swimming 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.

I, _____, a **Greenheads Swimming Parent/Guardian**, allow the following for _____, a **Greenheads Swimming athlete**.

| Consent Request | Yes | No |
|--|-----|----|
| Use photographs/video of my child on the club's social media and team website. | | |
| Use photographs of my child for newspaper articles and team flyers. | | |
| Use photographs of my child for team bulletin/notice boards. | | |
| Use photographs/video of my child for team training purposes. | | |

I, _____, a **Greenheads Swimming Athlete**, have discussed the Cell Phone & Photography policy with my parent/guardian and understand the reason for the policy. I, _____, a **Greenheads Swimming Athlete**, also agree to follow all guidelines in regards to my cell phone or any other device that can take photographs/videos.

| Coach | Printed Name | Signature | Date |
|----------------------------------|--------------|-----------|-----------------|
| Athlete | | | ___ / ___ / ___ |
| Parent/Guardian | | | ___ / ___ / ___ |
| Head Coach or Head Deck Coach | | | ___ / ___ / ___ |
| Team Manger | | | ___ / ___ / ___ |

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GREENHEADS SWIMMING BULLYING POLICY



PURPOSE

Bullying of any kind is unacceptable at [insert the name of the club] (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 of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

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

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

WHAT IS BULLYING?

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

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;

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

REPORTING PROCEDURE

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

- Talk to your parents;



GREENHEADS SWIMMING

BULLYING POLICY



- 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:

- Intervene immediately. It is okay to get another adult to help.
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the kids involved, including bystanders.
- 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. a. 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?



GREENHEADS SWIMMING

BULLYING POLICY



- 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.
 - Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
- Address bullying behavior
 - Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
 - Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - Work with the child to understand some of the reasons he or she bullied. For example:
 - 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.
 - 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 be in need of additional support.
 - Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - Write a letter apologizing to the athlete who was bullied.
 - Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - Clean up, repair, or pay for any property they damaged.
 - Avoid strategies that don’t work or have negative consequences:
 - 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.
 - 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



GREENHEADS SWIMMING BULLYING POLICY



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.

- 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.
 - Be a friend to the person being bullied;
 - Tell a trusted adult – your parent, coach, or club board member;
 - 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."
 - 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.

I, _____, a **Greenheads Swimming Parent/Guardian**, have explained the Bullying Policy to my athlete(s), _____

(list all athletes by first and last name). My athletes and I will adhere to the Bullying policy.

| Coach | Printed Name | Signature | Date |
|-------------------------------|--------------|-----------|-----------------|
| Parent/Guardian | | | ___ / ___ / ___ |
| Head Coach or Head Deck Coach | | | ___ / ___ / ___ |
| Team Manger | | | ___ / ___ / ___ |

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