



MALVERN SWIMMING ASSOCIATION

**2022 - 2023
HANDBOOK**

**FOR PARENTS
AND
SWIMMERS**

**HORNSLETH NATATORIUM
418 S. WARREN AVENUE
MALVERN, PA 19355
PHONE: 484-595-1145**

www.msa.malvernprep.org

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The Purpose of this booklet is to inform ALL members about Malvern Swimming Association (MSA) and provide them with the necessary information about the sport of swimming and guidelines for competing USA Swimming Meets.

Please become familiar with this handbook to improve your overall swimming experience at MSA.

GENERAL INFORMATION

Paul Hornsleth established Malvern Swimming Association (MSA) in 1973 and is now privately operated by the Malvern Preparatory School. The main purpose of the club is to teach and train student athletes in the sport of swimming. Malvern Swimming Association is a registered club of United States Swimming (USA Swimming) in the Middle Atlantic LSC (Local Swimming Committee). MSA's home pool is located at Malvern Preparatory School. In 2022, the pool was officially named the Paul Hornsleth Natatorium. In 2023 we will celebrate 50 years of swimming at Malvern Preparatory school.

PHILOSOPHY/MISSION STATEMENT

MSA is an organization and team started for swimmers by swimmers. Malvern Swimming Association strives to inspire all levels of swimmers to reach their fullest potential while acting with integrity. Our program is designed to teach development of not only strokes, but also character. MSA's goal is to provide all swimmers the education to develop confidence, leadership, dedication, and accountability in a safe and balanced environment. Our high quality instruction creates positive and fun experiences in and around the pool for swimmers to take with them off the pool deck through life

PARKING: O'NEILL ATHLETIC CENTER/HORNSLETH NATATORIUM

Please park in the LOT C or LOT D during school hours, Monday through Friday 7:00am to 4:00pm. **There will be days when parking will be difficult due to Malvern Prep Events. We will try to inform MSA families prior to these highly attended events.** Please follow any directions that you are given by the Malvern staff. **Never** park along the side of the road for any reason.

GENERAL RULES

We ask MSA swimmers and families to acknowledge that we are guests of Malvern Preparatory School!

- Please limit the food or drink that comes into the O'Neill Center, especially in the locker rooms and pool area. We ask that you do not eat in the pool stands. Please police your area, be respectful to the MP campus and any facility that we visit.
- **Swimmers and young children are not permitted to be playing or running around in the hallways.** All siblings and children need to be supervised, there are cameras in the hallway and our security has asked for the horseplay to stop.
- Non-swimmers and parents are not permitted on the pool deck or in locker rooms. Please see USA swimming locker room policy in MAAPP section.
- Please do not remove information from the bulletin boards. If you would have any questions or would like copies of any information posted, please email nhinsdale@malvernprep.org. Defacing or vandalizing the bulletin boards and anything on the Malvern Prep campus is prohibited and frowned upon.
- Please do your best to be on time when dropping off and picking up your swimmers.
- If you have a question for a coach, please wait for practice to be completed or you may email Nikki.
- Read communications! The best way to help your swimmer is to be in the know.
- Swimmers need to practice with their assigned practice group. We cannot allow swimmers to switch between groups at any point.
- ***MSA is owned and operated by the Malvern Preparatory School. One of the Malvern's beliefs is developing Community members of integrity. MSA supports this belief and all MSA members must act respectfully and responsibly at Malvern and while representing MSA.***
- Please be aware of all of the MSA policies located under the safe sport tab on our website.

SWIMMER & MEMBER EXPECTATIONS

All Swimmers, parents, and families are expected to act respectfully when representing MSA. Swimmers and parents should know that if swimmers do not abide by the following expectations, swimmer and parent code of conducts and this handbook, then a meeting could occur between swimmer(s), Parent(s), and Director of MSA to determine consequence. Outcome could include suspension from practice, a ban from a meet, or the removal from the MSA program.

1. BE ON TIME AS BEST AS YOU CAN. We know this is out of your control sometimes. Do not linger in the locker rooms or somewhere on MP campus. Always report to the pool deck first.
2. Swimmers located anywhere on MP campus should be attended by a parent or coach! We should not see swimmers in the hallway playing games while parents are sitting in the stands.
3. Be respectful and kind to your teammates, coaches, parents, other personal property, and MP Property.
4. **Expected Locker room behavior:**
 - a. **NO CELL PHONE USE IN LOCKER ROOMS! Please respect others' privacy and follow this USA swimming Rule. Locker rooms are not for socializing.**
 - b. **Use appropriate language/words when in the locker rooms.**
 - c. **Please be quick when changing before and after practice. We will enforce the 7 minute rule after practice.**
 - d. **Do not touch other people's personal property in locker rooms or on the pool deck. We encourage swimmers to bring bags to dryland or wherever they are traveling on Malvern Prep's campus. MP/MSA are not responsible for lost or stolen items.**
5. Dryland: Swimmers will have designated spots to report for dryland training.
 - a. IF YOU ARE LATE: wait on the pool deck for a coach or a parent can walk you to the dryland training area OR a parent could drive and drop off.
6. All equipment from the closets should be put back NEATLY! Match the color, shape, and size. Take responsibility for our belongings and the pool equipment.
7. Bullying will not be tolerated. We are one team. MSA will follow the Bullying Policy under the Swimming Organization Section.
8. Bathroom: Before practice, during allotted bathroom break time, and after practice. EVERYONE is expected to swim the main set!
9. Remember why you are here. Be ready to listen to your coach! Use your time in the pool wisely. Our pool time is a privilege and should not be taken for granted. Keep your head above the water and wait for the appropriate time to ask questions. Do not interrupt. Respect your coaches and teammates!
10. Do Not RUN. Do not dive in the shallow end. Do not sit on kick boards.

And most importantly HAVE FUN and TRUST THE PROCESS!

SWIMMING ORGANIZATIONS

1. USA SWIMMING

United States Swimming (USA Swimming) was established by Congress as the National Governing Body for competitive swimming in the United States.

The USA Swimming headquarters are located at the Olympic Training Center in Colorado Springs, Colorado. The USA Swimming staff interacts with 59 Local Swimming Committees (LSCs) each one responsible for administering USA Swimming activities in a defined geographical area. Each LSC has its own set of by-laws under which it operates.

As the National Governing Body for the sport, USA Swimming is responsible for the conduct and administration of swimming in the United States. In this capacity, USA Swimming formulates the rules; implements policies and procedures; conducts the national championships, disseminates safety and sports medicine and information, and selects the athletes to represent the United States in international competition.

USA swimming provides a variety of services and programs for its membership. Among the many services are publications such as “Splash magazine,” educational programs, fund-raising activities, sports medicine program; video resources; and general information about swimming related activities.

2. MIDDLE ATLANTIC LSC

MSA is part of a LSC: Middle Atlantic Swimming (MA). Middle Atlantic is the Local Swimming Committee (LSC), which supervises competitive swimming within established boundaries.

Our Mission

Middle Atlantic Swimming advocates the growth and development of a diverse swimming community through education, innovation and a commitment to excellence.

Our Vision

Strong leaders. Innovative Coaches. Fast Swimming

Our Values

Middle Atlantic Swimming strives to promote a safe, positive environment while providing competitive opportunities for members of all ages and abilities. We value integrity, fairness, leadership, innovation, and creativity.

A Tradition of Excellence

Of the 200 clubs awarded by the USA Swimming Excellence Program in 2018, 12 were from MASI

Of over 3,000 USA Swimming clubs, 25 of the top 500 are part of Middle Atlantic Swimming.

Middle Atlantic Swimming has had at least one athlete on each Olympic team since 1952

Eastern Zone—including 11 other LSCs in addition to Middle Atlantic: Adirondack, Allegheny Mt., Connecticut, Maine, Maryland, Metropolitan (NY), New England, New Jersey, Niagara, Potomac Valley, and Virginia.

All four zones (Eastern, Southern, Central and Western) conduct All Star competitions for teams within their zone.

To contact Middle Atlantic Swimming:

Middle Atlantic Swimming, Inc.

482 Norristown Rd Suite 110, Blue Bell, PA 19422

302-861-6760

Web site: www.maswim.org

3. USA SWIMMING: MINOR ATHLETE ABUSE PREVENTION POLICY

All USA Members and parents must sign off on this policy and that they are aware of USA swimming MAAPP

Minor Athlete Abuse Prevention Policy

Here is a link for the USA Swimming MAAPP. This policy must be read by parents and guardians of swimmers who are registered through USA swimming. Please make sure you and your swimmers are aware of this policy.

This policy applies to swimmers, parents, coaches, officials, and anyone associated with the USA swimming community.

A hard copy can be found on the bulletin board outside of the pool.

4. MSA/USA Swimming Anti-Bullying Policy

Action Plan of Malvern Swimming Association (MSA) to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at MSA 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:

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

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:

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

REPORTING PROCEDURE

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

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the MSA Head Coach or one of the MSA Coaches.

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

1. **First, we get the facts.**
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
2. **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.
 - a. Review the USA Swimming definition of bullying;
 - b. 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?
 - c. 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.
 - d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. **Support the kids who are being bullied**
 - a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
 - b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
4. **Address bullying behavior**

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
 - b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
 - d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
 - e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
 - f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
5. **Support bystanders who witness bullying.** Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- a. Be a friend to the person being bullied;
 - b. Tell a trusted adult – your parent, coach, or club board member;
 - c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
 - d. Set a good example by not bullying others.
 - e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

MSA INFORMATION & COMMUNICATION

Website – www.msa.malvernprep.org~ We encourage you to visit this website often. There is an abundance of information on this site pertaining to upcoming meets, sign-ups/meet entries, meet entry deadlines, account information, account balances, top times, clinic, APMSA, announcements, practice changes and links to meet information and other USA Swimming website (and more).

MA Website- www.maswim.org ~ A vital source for local swimming news and information. **All meets syllabi are posted here**, if for some reason you cannot find them in an old email or on the Malvern swimming website. For example, if you do not know the start time of meet warm-ups, rather than waiting for an email reply you can just go to MA website to find the meet syllabus and find it there. We highly encourage parents to explore this website as the USA swimming site below.

USA Swimming Website- www.usaswimming.org ~If you ever need to look up any USA registered swimmers times, then this is the site to do it. Use "time search" to search through the USA swimming database for recent and past swims. Both of these sites have great resources for parents and swimmers. You can also find more information about deck pass and safe sport here.

Bulletin Boards – There are two bulletin boards that provide information to swimmers and parents. Please check these bulletin boards regularly.

Meet & Swimmer's Information Bulletin Board – The bulletin board across from the pool office contains information for all swim meets. All meet information for upcoming meets, entry forms, and **confirmed entries** once submitted will be posted on this board. It is important to use your resources **before** sending an email.

Email – Every effort will be made to email schedule changes and practice cancellations due to inclement weather. Please be sure the team administrator has an email address for your family. Please email Nikki at: nhinsdale@malvernprep.org if you have any questions or an email address change.

Text Messages- Please make sure your cell phone number and providers are verified in the TU system. All last minute communications will be sent via text.

Bad Weather/Practice Cancellations – In the event of bad or questionable weather, please check our team website at www.msa.malvernprep.org. (MSA does swim through thunderstorms, but we do not swim during a tornado WARNING) **Additionally, if you are signed up for a cell phone text notice, you will automatically get a text message regarding any changes or cancellations.**

NOTE: If Malvern Prep is closed due to inclement weather, then practice is more than likely canceled.

****In addition in case of emergency (weather events or threats to building safety) MSA will always follow Malvern Prep's EAP.***

Questions concerning your child – All questions concerning your child should be directed to a coach that is working with your swimmer on a regular basis. **Please do not interrupt coaches when they are on the pool deck during any practice unless it is an emergency.**

Jay Scudder
Nicole Hinsdale
Matt Jenkins
Mary Gillespie
Kelsey Tomlinson
Chris Fender
Michael Matthias

jscudder@malvernprep.org
nhinsdale@malvernprep.org
mdjenkins0@gmail.com
maryrosegil3@gmail.com

cf248037@gmail.com

PRACTICE GROUPS

Swimmers are assigned to a specific swim group primarily by their age, and then ability and level of development in the sport. This is usually accomplished through an individual stroke evaluation performed by a coach. The groups are sequential and a swimmer will progress to the next group when he or she has demonstrated enough self-confidence and endurance to assure the coaches that the swimmer can handle the work. **Swimmers will attend only the scheduled practices for their assigned group. This ensures the proper group size and appropriate level for each swimmer.**

Senior 1/2

The senior 1/2 practice group is generally for swimmers 13 and over in the Malvern Program. This group challenges all swimmers at their particular level of swimming. The program is demanding and provides each swimmer the opportunity to reach their fullest potential. Seniors are offered dryland training at Malvern Prep campus.

Red

Red group emphasizes technique and stroke efficiency prior to making increases in practice yardage. For swimmers to move from Red to senior they must be at least 13 years old, legal in all four strokes, show an understanding of test sets, consistent attendance, make senior intervals.

White/Silver

White/Silver practices focuses on intensity of stroke drills, starts, turns, and training techniques. Swimmers will gain endurance and stamina the more practices they attend through the season.

Blue/Minnows

Developmental swimmers must be able to do freestyle and backstroke. At times a coach may assist practice in the water. This training group is a stepping-stone for those swimmers who have learned to swim and want to improve their skills and learn to compete. Instruction focuses on the basic technique for all competitive strokes. The coaches encourage the swimmers to enjoy themselves while gaining self-confidence along the way.

Aquatic Parents of Malvern Swimming Association (APMSA)

Each parent of a child swimming with MSA is automatically a member of APMSA. Each family pays a participation fee that provides for funding of all APMSA activities. APMSA expects each family to support and volunteer for functions organized by the parent's association. This organization has its objectives including:

- To assist the development of a competitive swimming program compatible with the needs and interest of this Association.
- To support the competitive swimming of MSA.
- To create a friendly and comfortable environment for all swimmers to feel welcome.

The APMSA board consists of 3-6 three parent volunteers who work together to organize parent volunteers at social events for swimmers and/or parents throughout the season. APMSA has a treasurer who works with the board members to make sure we stay within budget and approves all financial decisions. If you have interest in joining our board, then please contact Nikki. To read more about APMSA and their board members, please visit our website.

TEAM APPAREL

Swimmers are **highly encouraged** to wear the MSA team suit and cap (if worn) at all swim meets (or a fast suit). Team suits are available year round through Toad Hollow. Parents are responsible for order placement and pickup.

Please go to toad hollow after you receive team notification that suits are ready for purchase.

Personalized team caps will be available for order in late September. These caps can be ordered in silicone or latex, if we have enough of each on the order.

Additional team apparel will be available in the early season.

FEES

A **One-time fee** is collected to cover:

- **APMSA Fee** – APMSA is MSA's parent group which supports swimmers and their activities throughout the season. Each family must pay an annual participation or APMSA membership fee. Funds are transferred to the Aquatic Parents of Malvern Swimming Association (APMSA) account. Fees cover the costs for team parties, level events, team gifts, swimmers' costs at the banquet and any extra needs to keep swimming fun for our children!
- **Administrative: Per family fee** that covers the cost of different administrative tasks, meet expenses, relays, and additional coaching costs.

USS Registration Fee – An annual fee covers the cost of registering with United States Swimming for insurance purposes. Swimmers previously registered with United States Swimming that are transferring from another club will receive a registration form and transfer form (there is an additional transfer fee). This fee is now collected through USA swimming and parents must complete registration and payment through the online portal.

Monthly Training Fees -- Training fees vary based on the swimmer's training group and are due on the first of each month or paid in full upon registration. Contact Nikki Hinsdale if you require special payment arrangements. There are discounts if you have 3 or more swimmers on the team. Swimmers are committed for the entire season they register for

Fall/Winter: September through March

Spring: Mid-April through Mid-June

Summer: Mid-June through the end of meet season (end of July)

****There is no reduction in fees if a swimmer has chosen a modified schedule. If for some reason your swimmer has an injury or serious matter for missing multiple weeks of practice, then this MUST be communicated as soon as possible. Please refer to our financial obligation when registering if you have questions about refunds or credits.**

USA SWIM MEETS/USA ID

MSA attends meets that are only sanctioned through USA Swimming. All swimmers must be registered through USA swimming to participate and all coaches must be registered through USA Swimming and are in good standing to walk on to the pool deck. USA swimming will now give all swimmers a new unique ID that does not correspond to their name.

USA meets have a few different types. There are mini meets for swimmers 8 and younger. A/BB/C meets are for 9 and older with no qualifying times, and then there are A+ meets with qualifying times. Please see the MSA Meet schedule for more information.

MSA typically attends one meet per month as a team.

Meet information for Mid-Atlantic meets can be found at www.maswim.org

CHAMPIONSHIP MEETS IN MARCH

Championship meets will open for entries in late January into February. This means our entries might be due before the last swim meet of the season. Swimmers should look into setting goals and achieving those goals before the end of the season. Within the Middle Atlantic we have a few different championship meets for swimmers to attend depending on swimmers times and age. **Swimmers ages 9 & up could end up attending two meets due to time standards. All championship meets (excluding mini champs) have time standards now.

*All championship meet events require a time. It is important to choose a variety of events through the season, so they can swim more than one or two events at the championship meets.

1. **10 & Under Champs:** for all swimmers that are 10 & under, if they do not qualify for JO's. This meet has qualifying time standards.
2. **Silver Champs:** For swimmers 11 and older who have times that fall within the qualifying time range.
3. **Junior Olympics:** Ages 9-14, for swimmers who have an event or events with times faster than the JO qualifying times.
4. **Senior Champs:** Ages 15 & Older, for swimmers who have times faster than the Senior Champ qualifying standards. A senior swimmer who does not meet these time standards would automatically go to Silver champs.

Sectionals – this is a qualifying meet and is generally for senior swimmers, however any swimmer who meets the qualifying time can swim. Events are not broken out by age group, only by gender. The qualifying times for this meet will be posted prior to the sign up date, and you should be speaking to a coach about this meet if your child is making those times.

Zones – this is an All Star meet in which the Middle Atlantic Zone competes against other zones in the Northeast. It is for 9 & up swimmers who have made a qualifying time OR in the past have been selected from a pool of applicants based on their times achieved throughout the current season. This is an elite meet.

MEET ATTENDANCE

We offer the following recommendations for attending the meet and ensuring the swimmer has the opportunity to perform at their best:

1. Swimmers should arrive at the pool deck at least 15 – 20 minutes prior to the warm ups. Coaches typically arrive about 30 minutes before warm-ups.
2. The swimmer should be provided with nutritional snacks/lunch and water.
3. Extra towels and sweats should be packed as well as cards or games. **Electronics are NOT encouraged and can be distracting!**
4. The swimmer should not leave the pool deck during the meet unless he or she has informed the coach.
5. After each event, the swimmer should see the coach for feedback. This is for the benefit of both the swimmer and parents. Please have your child do this so the coaches and swimmers have a relationship and can communicate goals.
6. The swimmer should check with the Coach prior to leaving the meets to ensure that he or she has completed all events/relays.
7. Meet results are posted, by event, during the meet, and on meet mobile. **TIMES POSTED ON MEET MOBILE ARE UNOFFICIAL.** If you see a discrepancy, please have your swimmer notify the coach or email Nikki as soon as possible, so we can talk to the meet director. Do not approach a meet official and ask. This is a coach's responsibility.

SPECIAL ACHIEVEMENT PATCHES/MOTIVATIONAL TIMES

USA Swimming produces a set of National time standards every three years for swimmers to use as a motivation and for swimmers to set goals. Patches can be used as additional motivation for swimmers and are great collectables through the years. MSA sponsors an achievement patch program. Below is a copy of the Patch Request Form that needs to be submitted into Patches bin, when a swimmer achieves a standard for a patch. Forms can be found online at www.msa.malvernprep.org under ***"LINKS"***

- Swimmers can request patches for the following age groups: 9-10, 11-12, 13-14, 15-16, & 17-18.
- Patches begin at the BB level. MSA does not issue patches for B times.
- Swimmers receive one patch **per stroke, not an event**. So if you earn an A patch in 50 free, you would not request another when an A time is reached in 100 or 200 free, so once you improve your free time in any event to AA, then a new patch can be requested.
- When a swimmer moves up in age group, the patches start all over again. This includes BB patches.
- Patches for each achievement level (BB, A, AA, etc) are the **same** for every age group. In other words, an A patch looks the same whether it is for 9-10 or 11-12.
- Patches are issued for **USS sanctioned meets only**. We do not issue patches for the Red, White & Blue meet or developmental meets at Malvern.
- It is not necessary to use a different form for each patch requested. You can list all requests from a meet on one form; just show the event, time, and patch requested.
- Place completed Patch Request Forms in "Patches" bin in the pool gallery (Below Nikki's Bin).
- [See USA swimming national Age group Motivational times](#)

MSA MOTIVATIONAL TIMES PATCH REQUEST FORM

Swimmer's Name

Age (As of Meet)

Swim Meet Name

Date of Swim Meet

Event Name & Distance #1

Official Time #1

Event Name & Distance #2

Official Time #2

Event Name & Distance #3

Official Time #3

Patch Requested

Date of Request

Parent's Signature

Print Name

COMMENTS FROM THE COACH

Parental support and involvement will always be an important part of the philosophy of Malvern Swimming. Parents, like swimmers, must work together in harmony for MSA to have a successful program. Your role is largely supportive in nature, encouraging your child in a positive way. Parents should be supportive of their swimmer and APMSA and do their best to volunteer when available.

Please realize your role as a swimming parent. *Remember that your part is not that of an assistant coach.* Parents should reinforce and support what the coaches have drilled. A coach does what they feel is best for that swimmer. If there is a problem or something goes uncorrected, please inform the coaches with kindness as they would for you. Do not tell someone who has no control over the situation. We must work together as a team just as your swimmers do in the pool.

Parents have the role to support swimmers off of the pool deck. When a swimmer experiences failure, this is a perfect time to teach your child. **Failure should not be the opportunity to bring your swimmer down. Failure allows your swimmer to build character, confidence and allows them to learn from their mistakes.**

PARENTAL: CODE OF CONDUCT (Must be signed electronically through google form)

Malvern Swimming Association Parental Code of Conduct

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent of a swimmer and member of MSA, I will abide by the following guidelines:

1. Set the right example for the swimmers by demonstrating sportsmanship, respect, and common courtesy at all times to team members, coaches, competitors, officials, and to other parents.
2. Do not interfere with coaches or swimmers on deck or attempt to coach your swimmer or any swimmer at practice or meets by texting or from the stands
3. Know your role
 - Swimmers..... Swim
 - Coaches..... Coach
 - Officials..... Officiate
 - Parents..... Parent
4. Become involved with the team by reading communications, following deadlines, and volunteering at meets.
5. During or before competitions, questions about entries and/or concerns regarding decisions made by meet officials are directed to the MSA coaching staff. Parents should only address officials via an MSA coach.
6. Understand that criticizing, name-calling, use of abusive language or gestures directed towards coaches, officials, volunteers, and/or any USA participating athlete will not be tolerated.
7. I understand that we are guests at Malvern Preparatory School and agree to respect their policies and community standards. I will supervise my children before/after practices, meets, and activities.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action or even the termination of the child's membership. Electronic signatures will be recorded through the google form.

SWIMMERS: CODE OF CONDUCT (Must be electronically signed through google form)**Malvern Swimming Association
Athlete Code of Conduct**

The purpose of this Code of Conduct for swimmers is to establish a consistent expectation for athlete's behavior. I agree to the following statements:

Expected Behavior at All MSA Activities:

1. Respect others and the property of my teammates, coaches, officials, and others.
2. Demonstrate good sportsmanship, set good examples of behavior, & work ethic at all practices and meets for my teammates and younger teammates.
3. Show respect for all facilities (including locker rooms) used during practices, competitions, and team activities.
4. Always represent MSA in a positive manner while obeying USA swimming's rules and Code of Conduct.
5. Abide by USA swimming's rule of NO CELL PHONE USE and NO PICTURE TAKING in locker rooms.
6. Clean up the pool prior to leaving- whether it is equipment at MSA or trash at a meet.

Prohibited Behavior at All MSA Activities:

1. Use of drugs, alcohol, illegal substances, or tobacco.
2. Inappropriate or unruly behavior/language or acting out of team expectations
3. Theft of any kind.
4. Bullying of any kind

I have read the swimmer's code of conduct & agree to abide by its provisions. Additionally as an MSA swimmer, I plan to act with integrity when representing MSA at all times. If I do not abide by these provisions, then a meeting may occur between swimmer(s), parent(s), and the MSA director to determine a proper outcome. MSA Swimmers are a part of the Malvern Prep Community and I understand that as a community member my actions may jeopardize my participation in practices, meets, or even MSA Team. Electronic signatures will be recorded through the google form.

I have read and understand the MSA Handbook, including USA Swimming MAAPP. By signing off on this google form, I am stating that I have read and understand USA swimming MAAPP!