

Sachem Swim Club

Policy & Procedure Guidebook



***Revised for 2023-2024 Season
Version 6.0***

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1.0 INTRODUCTION

Welcome to the **Sachem Swim Club** (SSC)! We are a 501(c) 3 non-profit organization dedicated to the sport of competitive swimming. SSC offers a year round program of instruction and competition, directed by our professionally hired staff. We are a member of USA Swimming Inc. (USA Swimming) and its local affiliate Metropolitan Swimming (Metro or MR). SSC swims primarily out of the two Sachem High Schools – Sachem North (North) and Sachem East (East). During the summer months, SSC also trains at the Town of Brookhaven pool at the Ecology Center at Holtsville Park.

TEAM TRAINING GROUP ORGANIZATION

SSC training groups are divided into four main groups – Developmental, Novice, Junior, and Senior. All four groups train from September to the end of July each year. The Beginner programs each operate several sessions thru the season – three 10 week sessions in the fall/winter/spring, and another 5 week session in the summer.

BEGINNER PROGRAM

This introductory group is open to all new and returning swimmers that are capable of swimming one lap of the pool independently without stopping. **Beginner practices twice (2x) per week for 45 minutes per session, once during the week and once on Saturday morning.** In this group, the focus is on the development of proper technique in the four competitive strokes. The criteria for graduating from the Beginner Group to the Beginner Plus Group are as follows (final decision on all move ups is done by the coaching staff):

Min Age: 5, No Max Age

Swims : 2/3

Length: 45min

Standards for entry:

1 - Must Complete a single 25yrd swim of freestyle and/or backstroke

BEGINNER PLUS PROGRAM

This introductory competitive group is open to all new and returning swimmers that are capable of performing all of the above stated skills (Beginner). **Beginner Plus practices twice (2x) per week for 60 minutes per session, once during the week and once on Saturday morning.** In this group, the focus is on the development of proper technique in the four competitive strokes.

Min Age: No Min No Max Age
Swims : 2/3
Length: 60min

Standards for entry:

- 1 - Must Complete a 50 Free and 50 backstroke
- 2 - Must demonstrate to the degree practical an understanding and ability to perform the breaststroke Kick, breaststroke pull, butterfly kick, and butterfly pull
- 3 - Must be able to perform a legal flip-turn.

DEVELOPMENTAL GROUP

The Developmental Group is open to all new and returning swimmers. In order to qualify for the Developmental Group, swimmers must possess all of the above stated skills (Beginner). Developmental swimmers are encouraged to participate in a minimum of three (3) meets per short course season (home meets are required for all SSC swimmers). The emphasis in this group is proper stroke mechanics and technique. The concept of training intervals and sets are also introduced.

Min Age: 8 (Coach Review), Age Range 8-12
Training Groups: 8-10, 11-12
Swims: 3/5 (Days off= Fri/Sun)
Length: 60 Minutes

Standards for entry:

- 1 - Must Complete Legal 100IM for Entry and a 25 yard swim of each stroke LEGALLY
- 2 - Must Be able to perform a 50yrd swim in all 4 strokes with flip-turns where applicable.

NOVICE GROUP

Open to all new and returning swimmers that have mastered all of the above stated skills (Beginner & Developmental), the Novice Group is open to swimmers in the 9-14 age. All Novice swimmers are encouraged to participate in a minimum of four (4) short course meets per season. The emphasis in this group is on proper stroke mechanics and technique. The concept of interval training is further developed, with the use of the pace clock being very important.

Min Age: 9, Age Range: 9-14
Training Groups: 9-12, 11-14
Swims: 4/5 (Days off= Thurs/Sun)
Length: 60min
Dryland: 2 x 20min

Standards for entry:

- 1 - 10+ Athletes must be able to perform a legal 100 Free, 100 Back, 100 Breast, 200 IM, 200 Free, 50 Fly
- 2 - 9YO Must Complete 10&U IMX events
- 3 - Must Be able to read a pace clock and send oneself on the appropriate 5s interval regularly
- 4 - All Athletes must demonstrate a need for additional training volume
- 5 - Must be able to perform a racing start off of the competition starting blocks.

JUNIOR GROUP

Open to all new and returning swimmers, ages 10 to 15 (placement at the discretion of the coaching staff). The Junior Group continues to focus on each swimmer's development through stroke technique refinement, while introducing a varied training regimen necessary to complete in a minimum of five (5) meets per short course season and complete the necessary events to achieve an IMR and IMX score (see website for complete details).

Min Age: 10, Age Range: 10-15
Training Groups : 10-12, 13-15
Swims: 5/5 (Days off= Tues/Sun)
Length: 60 - 90min
Dryland: 2x25 min

Standards for Entry:

Qualification Standard: Elite 10YO only (Zones qualification x 1 or 3+ MAGC)
10YO must also qualify for IMX for entry at this level.

Stroke Competency: IMX Event Completion for entry (10 & 11-12s).

Test Set: 8 x 100s @ 1:45

ADVANCED GROUP

Open to all new and returning swimmers, ages 11 to 16 (placement at the discretion of the coaching staff). The Advanced Group continues to focus on each swimmer's development through stroke technique refinement, while introducing a varied training regimen necessary to complete in a minimum of six (6) meets per short course season and complete the necessary events to achieve an IMR and IMX score (see website for complete details).

Min Age : 11, Age Range 11-16
Training Groups: 11-12, 13-16
Swims: 5/5 (Days off= Wed/Sun)
Length : 75 - 90min
Dryland: 2 x 30min

Standards for Entry:

Qualification Standard: Elite 11YO Only (Zones Qualification x 1 or 3+ MAGC or IMX Qualification)

Stroke Competency: 13-14 IMX Event Completion Required for Entry

Test Set: 8 x 100s @ 1:35(male)/1:40(female), 5 x 100IMs @1:50(male)/1:55(female)

SENIOR GROUP

Open to all new and returning swimmers 14 and over and select younger swimmers (placement at the discretion of the coaching staff). The Senior Group focuses on advanced stroke mechanics and technique refinement, while targeting aerobic and anaerobic energy systems through varied training methods that prepare swimmers to compete in local, regional, and national championship level meets. All Senior Group swimmers are strongly encouraged to compete in at least six (6) meets per short course season, and **MUST** swim **ALL** the necessary events to achieve an IMR and IMX score during the short course season (see website for complete details).

Min Age: 14, Age Range 14+
Training Groups: 14-16, 16+
Swims: 6/8 (Off Sun)
Length : 90 - 120min
Dryland: 2 x 40min, 1 x 30min

Standards for Entry:

Qualification Standard : Elite 14+ ONLY (Zones Qualification x 1 or 1 x MAGC/ AGTC)

Stroke Competency: All IMX events completed & 1,000 or 1,650Fr

Test Set: 8 x 100s @ 1:25(male)/1:30(female)/ 5 x 100 IMs @ 1:40/1:45

Any 16+ Athletes by Coaches Decision Only if qualifications not met otherwise

3.0 USA SWIMMING

USA Swimming is the national governing body for competitive swimming in the United States. It was founded in 1980, as a result of the 1978 Congressional Amateur Sports Act. Swimming now governs itself rather than being one of the many sports under the Amateur Athletic Union (AAU) umbrella. In the AAU, rules and decisions were made for the general good of all sports; USA Swimming is able to make decisions where the focus is solely on competitive swimming. USA Swimming is composed of local swimming associations, with over 400,000 members across the country.

USA Swimming offers a variety of programs geared for all levels of swimmers, from youngsters learning to swim, to world-class athletes. These programs enable the youngsters to participate at their own levels of competition. The USA Swimming age group program is designed to benefit younger athletes in the early stages of their competitive swimming careers. Age group swimming is administered by thousands of volunteers across the country. It is a program that produces a reservoir of talent that keeps the United States ahead of the rest of the world in swimming.

The best of these age group swimmers participate in local, regional, and national meets and championships. Zone meets are held in four areas of the country each year, and USA sponsors a National Junior Championship. Sectional, NCSA Junior National, and Grand Prix meets are also run during the championship meet season. These championship meets are usually held at the conclusion of the winter and summer seasons. These meets help prepare our swimmers for the National Championships. The National Championships and specially conducted trials are used to select swimmers for the international meets throughout the world. These meets include the Olympic Games.

The Local Swimming Committees (LSC) offer local and regional competition, register swimmers and clubs, train officials and encourage swimming interest in the local area.

SSC is a member of Metropolitan Swimming (Metro), our local LSC. Registering with Metro is a one-time fee added on to your SSC tuition at registration. Metro has over 10,000 registered athletes (boys and girls) participating on more than 82 clubs in the portion of New York State south of Albany, including the counties of Sullivan, Orange, Dutchess, Putnam, Rockland, Westchester, Nassau, Suffolk, and the 5 boroughs of New York City (Bronx, Brooklyn, Manhattan, Staten Island and Queens). Competition is available for all ability levels from novice to National Championship.

FINANCIAL INFORMATION

TUITION INCLUDES:

Tuition is for a yearly program running from the beginning of September through end of July/beginning of August of the following year. **ALL tuition fees are payable for the entire year regardless of any payment plan chosen.**

Parents are responsible for the entire year's tuition regardless of attendance with exceptions being granted on a case by case basis for documented medical illness from a licensed physician.

4.1.1 Registration and Insurance Fees

Your registration fees include registration with USA Swimming through our LSC, Metropolitan Swimming and include the required insurance payment to cover your swimmers.

4.1.2 TEAM'S FINANCIAL POLICY

Tuition will vary according to your swimmer's training group. **Parents agree to be responsible for the full tuition for the entire season regardless of the payment option chosen or participation of the swimmer.** Exceptions may be granted in the event of documented medical illness from a licensed physician.

Payment schedule for swimmers starting in September (all groups except for Beginner and Beginner Plus):

- Pay in full at registration time (includes 10% discount)
- Pay 3 payments by November (includes 10% discount)
- Monthly payments (11 total payments, 1 @ registration, 10 monthly payments starting in October thru July)

Payments for Beginner and Beginner Plus are due in full at registration time.

Payments are accepted by MasterCard, Visa, Discover or ACH thru our secure club website.

Any member in arrears may be immediately suspended until payment is made. If you are experiencing an extreme financial situation, please contact a member of Board of Directors. Please be assured that any and all information will be kept in the strictest confidence.

4.1.3 Event Fees

There is an entry fee for each event that each swimmer participates in for away meets (not SSC hosted). For SSC hosted meets, you will be charged the entry fee for each entry in

the meet if you do not scratch from the meet before the deadline. For each of the events your child is entered in, your account will be charged to the credit card on file before the meet takes place. Unless you notify the head coach before the meet entry deadline that you are not going to the meet, your account will be charged regardless. The hosting clubs do not remove the fees from the group SSC bill when you scratch from the meet after the deadline. You will also be charged a nominal fee of \$5 per swimmer to help offset the cost of coaching away meets.

4.1.4 Parent Work Sessions

Each family is responsible for working 6 work sessions per year. **Failure to work the required number of sessions will result in the club imposing a fine of \$100 for each session to those families that do not work, get coverage for, or make approved arrangements with a Board Member BEFORE the meets they are previously assigned to work (see meet assignments). This could total \$600 for 6 missed sessions.**

4.1.5 Travel Meets

Swimmers traveling to away meets without their parents may be responsible for their own expenses. There may be opportunities for SSC to pre-pay for expenses related to travel, meals and lodging and will seek reimbursement from the individual swimmers on a pro-rated basis afterward.

4.2 Fundraising

As per the club's bylaws, all members are required to participate in a mandatory fundraiser set this season at a minimum of \$150 per season per family. For this season, the fundraising money will be automatically charge to your account at \$75 on November 1 and \$75 on February 1. Raffle tickets or some other fundraising mechanism will be distributed during the season. Members will keep the first \$150 in fundraising money as a repayment of the monies charge on November 1 and February 1.

5.0 TEAM RULES

5.1 AT PRACTICE:

Swimmers should arrive 10 minutes before practice is to begin and they should be ready when the session starts. Parents are to pick up swimmers immediately after practice.

Swimmers are expected to complete the entire workout unless they have notified the coach before practice begins.

Any swimmer who leaves practice early must call home and then wait in the pool area for the parents to pick them up.

No running on the pool deck or anywhere in the pool area.

Swimmers are to spend as little time as possible in the locker room and there is to be no fooling around either before or after practice.

Food is not to be eaten in any area of the pool.

No parents are allowed on the pool deck at anytime during practice or meets.

Swimmers are never allowed outside the pool area (i.e., lobby, outside entrance area, etc.) without a parent or a coach.

In the event that a swimmer must arrive to practice late or leave early, the parent must accompany the swimmer to the pool deck or e-mail the coach of the swimmer's group (i.e., Developmental, Novice, Junior or Senior).

Parents are responsible for their other children if they are in the stands watching practice.

Please remember, the Sachem Swim Club is a GUEST of the Sachem Central School District, the YMCA, the Town of Brookhaven or Saf-T-Swim. Please follow all directions from their employees.

5.2 AT SWIM MEETS:

All swimmers must arrive at least 15 minutes prior to warm up.

As soon as you arrive at a meet, have the swimmer check-in with the coach.

No swimmer should be without a warm-up suit or similar type of clothing while awaiting their events. An SSC shirt and/or logo is required (all competitive

swimmers are supplied one t-shirt at the beginning of each short course season).

During warm-ups all swimmers are to remain with their coach until told to sit down.

All team members will sit together and remain as a team during the entire meet unless they have to go home. Do not go home without checking with the coach.

No swimmer is to go to their parents after an event. They are to go directly to the coach to report their time and to get analysis of their race.

No parents should be on the pool deck. Only currently registered members of USA Swimming are permitted on the deck and only if they are working the meet.

If you are unable to attend the meet, make sure your swimmer is picked up promptly at the end of the meet.

At no time should a swimmer be in the bleachers or viewing stands during his/her session unless he/she has been given permission by the coach.

All swimmers participating in the Relay Carnival and Counties meets are required to stay until the end of these meets to support their teammates.

IF THE SSC BOARD OR HEAD COACH DEEMS MISCONDUCT ON THE PART OF THE SWIMMER, A WARNING WILL BE ISSUED TO BOTH THE SWIMMER AND HIS/HER PARENTS OR GUARDIAN. IF THE BOARD OR HEAD COACH DEEMS SEVERE MISCONDUCT, IT WILL IMMEDIATELY SUSPEND THE SWIMMER FROM ALL SANCTIONED SWIM ACTIVITIES AND PRACTICES FOR NOT LESS THAN ONE MONTH. MULTIPLE ABUSES WILL RESULT IN EXPULSION FROM THE CLUB WITH NO REFUND OF TUITION.

6.0 TEAM RESPONSIBILITIES

6.1 PARENT TO CLUB

One parent from each family will be required to participate during the season by working at 6 sessions at SSC home meets. Home meets are fund-raisers for the club; all benefit, all must work. Failure to work the required sessions, provide other adult coverage (aunt, uncle, grandparent, etc.) or making arrangements with a Board Member **BEFORE** the meet will result in a fine of \$100 for each missed session up to a total of \$600 charged to your card on file. We need your help!!

There may be opportunities to assist with committees. Parents are encouraged to help with the yearbook, 8 & Under Championship Meet preparation, Pasta Parties, etc.

Any concerns or questions regarding the swimmer or the club should be brought accordingly to the coaches or members of the Board. Communication is a necessity to a well-run organization. Concerns should be brought to the Swimmer's primary coach. If not resolved then this concern should be brought to the Head Coach. If resolution cannot be achieved, the Board should be contacted.

6.2 SWIMMER TO CLUB

Swimmer is responsible for his/her conduct (It reflects not only on the swimmer as an individual, but also on SSC).

Attend all recommended practice sessions.

If there is a problem, bring it to the attention of the Coaches or Board Members.

Immediately after swimming an event at a meet, report all times to the Coach.

At meets stay in the SSC team area on deck. Check out with the coach to go to the bathroom, etc. The Coach should know where to find you at a moment's notice. Food/snacks/drink should be brought from HOME. Swimmers are NEVER permitted to take food or drink from the Coaches/Officials Hospitality Room.

Notify the Coach ahead of time if you will not be present at a swim meet or practice session.

6.3 CLUB TO SWIMMER

Competitive development and improvement of swimmer.

Provide proper supervision at pool site and at meets.

Provide information as to what meets and events the swimmer is entered.

7.0 PARENT INVOLVEMENT

SSC asks the parent of each swimmer be as active as possible. The club hosts swim meets in which we ask the parents to work.

One parent from each family will be required to participate during the season by working at 6 sessions at SSC home meets. Home meets are fund-raisers for the club; all benefit, all must work. Failure to work the required sessions, provide other adult coverage (aunt, uncle, grandparent, etc.) or making arrangements with a Board Member **BEFORE** the meet will result in a fine of \$100 for each missed session up to a total of \$600 charged to your card on file. We need your help!!

These meets are generally on weekends. Some meets run Friday through Sunday, others just Friday night and all day Saturday and some just Saturday or just Sunday. You are required to work as long as your child is still on SSC, regardless of whether or not he/she is swimming in the meet or absent for a long period of time. Each year our club must bid for these meets. They can generate money for our club, which, in turn helps to defer the cost of tuition. A well-run meet helps us secure the meets for the following year. If you fail to work these meets without getting another adult to take your place, a fine will be imposed for each session. If you fail to pay this fine, your child's swimming privileges will be revoked until the fine is paid. We do not like to impose these fines. We need you!!!

Parents will be placed wherever needed during a meet. The possible meet assignments are:

- POOL COORDINATOR (a.k.a., "Clerk of Course")
- ADMISSIONS (a.k.a., "Gate")
- SECURITY/MARSHALL
- TIMING
- ADMINISTRATIVE OFFICIAL (Requires training and USA Swimming Certification)
- SCORING (a.k.a., "Table")
- REFRESHMENTS (a.k.a., "Concessions")

- DECK OFFICIALS (Requires training and USA Swimming Certification)
- MEET DIRECTOR (Requires training and USA Swimming Certification)

7.1 SWIM MEET ASSIGNMENTS

POOL COORDINATOR (a.k.a. Clerk of Course): Responsibilities include organizing each swimmer into their heat and lane; informing coaches of the event currently being seeded; providing a place for swimmers to report to when their event is called so they can be given their heat and lane assignments; getting heats to the starting blocks on time so as to keep the meet running smoothly and keeping order so that the swimmers aren't injured.

ADMISSIONS: The people on this assignment are responsible for collecting admission from each spectator at the meet. All **working** club members are exempt from this fee. Any spouses or other adults must pay the admission fee. They will also sell programs and distribute programs to all swim meet assignment heads.

SECURITY/MARSHALL: These parents must make sure that the entire pool area, the upper lobby and the immediate area outside the main doors are safe and free from vandalism. They maintain order by keeping spectators away from the pool deck and starting block area and continually supervise the locker rooms in an attempt to prevent vandalism. They will have the responsibility of ejecting from the meet anyone who breaks the rules or does not conduct themselves in a proper manner. Visible posts throughout the area should be established especially at the admissions table and any other area that handles money. The pool area, locker rooms, and doors leading to the school itself should also be included.

TIMING: The purpose of a timer is to record every heat of every event so that accurate records can be kept for every participant in the meet. They must be familiar with the stopwatch and the proper procedures for timing a swimming event. Any problems or difficulties should be brought to the attention of the Head Timer IMMEDIATELY. You must start your watch by the flash of the gun or the light of the strobe. Record the times clearly on the Heat Sheet. Make sure the proper swimmer is swimming in their assigned lane. Check the Heat Sheet to make sure it is the correct lane, heat, and swimmer. Make sure the runner picks up the Heat Sheet (with 2 or 3 times recorded) at the end of the heat. Help maintain silence for the starts. Keep other swimmers off the back of the blocks or edge of the pool. Non-swimming children (i.e., siblings and Timers' children that are not competing at that time) are not permitted on deck.

For all major meets we are required to have two timers for each lane. **Anything**

less than that and an official record will not be accepted by USA Swimming. Usually, for each day we host a meet, there are two sessions. We feel that no one should have to time more than one session per day, unless they choose to do so. Each session needs one Head Timer and two timers per lane. When the electronic timer is not in use (e.g., broken or 25 yard swimming heats), USA Swimming requires three timers in each lane.

ADMINISTRATIVE OFFICIAL (TABLE/CONSOLE): The people working this assignment are also responsible for maintaining and overseeing the operation of the electronic timing system during the meet. These timing systems are the most accurate measurement of time in each lane. The people working this assignment are trained and certified and may need to be USA Swimming registered members as well as passing a mandated background check and safety training. The club will pay the yearly registration fee for any parent willing to assume the responsibility. Any parent who becomes a USA Swimming official will automatically have that work assignment at home meets.

SCORING: The purpose is to accurately record and calculate the results of each heat so as to determine the placements of each swimmer in the heat. Runners are responsible for picking up the completed Heat Sheets from the timers at the end of each heat. Pick up the order of finish from the officials and from the electronic clock. Take cards and anything else the official includes to the recording area. The runner should return to the starting block area ready to repeat the procedure. At the completion of the event the swimmers are to be listed in the order of finish with the fastest time first. A list of swimmers getting awards, along with their official times and club affiliation, is to be delivered to the Awards table so that the appropriate awards can be announced and distributed as quickly as possible. A complete list of all swimmers participating in each event plus their official times and club affiliation must be posted in a convenient place for all to see. If there are high point and/or team awards then the people on this assignment will determine who will receive these awards. It is necessary to provide a complete list of official times for every swimmer for every event and this must be sent by the meet director to Metro within two weeks. Copies of these results must also be sent to any team requesting them.

CONCESSIONS: These people are responsible for the planning and acquiring of food to be sold at the swim meets. Food is a very big money making item and will be used to reduce club expenses. Sufficient change should be available to start business. Price signs should be clearly posted.

DECK OFFICIALS: USA Swimming requires officials to be properly trained, certified and registered with USA Swimming as well as passing a mandated background check and safety training. SSC swim parents are encouraged to be officials. Each SSC parent that is also a USA Swimming official will be required

to volunteer two sessions as an official during each meet. The club will pay the yearly registration fee for any parent willing to assume the responsibility. Any parent who becomes a USA Swimming official will automatically have that work assignment at home meets.

MEET DIRECTOR: USA Swimming has created the position of Meet Director. The Meet Director shall preside over all sessions of a meet to ensure that warm- up sessions are run accordingly and safely and that all safety regulations on deck are enforced. This position may be held by one or more club members. They must be registered with USA Swimming as non-athlete members as well as passing a mandated background check. The club will pay the yearly Meet Director registration fee for any parent willing to assume the responsibility.

7.2 ADDITIONAL NOTE TO THE PARENTS

SSC has enough participants to make committees and meets run smoothly. If everyone does their fair share of work, no one will be overburdened. Again, we do not want to impose fines to anyone, we need you.

Parents working meet assignments during the meet will not miss seeing his/her child when they swim.

During meets, the meet assignments are for the full length of the session, unless otherwise noted on the assignment sheet. If your assignment is complete, it would be appreciated if you would offer your services to another area. Everyone is to remain for the full length of each session that they work. No one is to go home early. Leaving early will result in a fine being levied.

8.0 Equipment

WHAT EQUIPMENT IS NEEDED?

All team apparel and equipment can be purchased through our virtual team locker with TYR.

BATHING SUITS - Each swimmer should have at least one swimsuit for practice, and a team racing suit reserved for competition only.

WARM-UP SUITS / SWEATS - Some type of warm-up suit is recommended at meets to be worn in between events to keep muscles warm. Team sweat suits are recommended, but not required. Team sweats are available individually through the Team Locker. One team shirt is provided at the beginning of the season. A team shirt is mandatory during swim meets.

GOGGLES - These are not required but most swimmers find them to be helpful at least during practice to minimize the exposure to chlorine, which can irritate the eyes. These can be purchased at some swim meets, online or from a local sporting goods store.

CAPS - These are not required but most girls find them helpful to keep long hair out of the way during practice and at meets. Many of the boys also wear caps, especially at meets, to minimize the drag from their hair. Caps also help reduce the exposure of the hair to damaging chlorine. These can be purchased through the team, at some meets, on-line or at local sporting goods stores.

TEAM BACKPACK - These are not required, but are great for holding personal belongings at practice and meets. Team backpacks are available for purchase through the Team Locker.

8.1 EQUIPMENT REQUIREMENTS

For current requirements please see:

https://www.gomotionapp.com/mrssc/UserFiles/Image/QuickUpload/sachem-swim-club-2022-recommended-team-gear-by-group-017599_075379.pdf

8.2 HOW TO CARE FOR EQUIPMENT

SUITS - Wash in cool water after each swim. Line dry as the dryer can deteriorate fabric. Do not place suits in washing machines or dryers and use detergents or chemicals (bleach).

CAPS - Rinse in cool water after each use. Hang on a doorknob where it can dry inside. Powder or cornstarch can be applied to the inside of the cap to keep it from sticking together.

LABEL - ALL equipment with a laundry marker or Sharpie.

9.0 SWIM MEETS

Parents and swimmers can sign up for meets, and can select their events as well. However, the coaching staff has final say on events for meets, and CAN change events at their discretion. Meets are divided into several categories depending on the swimmer's age and ability. Some of the meets have minimum time standards. Swim meets are considered sanctioned when they are registered with USA Swimming. These meets satisfy USA Swimming requirements, and all times are official times.

9.1 TYPES OF MEETS

DUAL MEET - Usually a meet between two local clubs. SSC occasionally runs or participates in dual meets with other local clubs.

AGE GROUP MEETS - Entry is dependent on the age of the swimmer regardless of the swimmer's fastest time. If a swimmer's birthday falls during a meet, then the swimmer is considered the age he/she is on the first day of the meet.

MINI MEETS - These meets are for 8 years and younger, or for young novice swimmers to acquaint them with a competitive swim meet.

CHAMPIONSHIP MEETS - Championship meets are qualifying meets wherein a minimum time is necessary in order to compete. Examples are as follows in increasing order:

- Bronze (Short Course Only)
- Silvers (Short Course Only)
- Age Group Championships
- Senior Metropolitan Championships (Senior Mets)
- Eastern Zone Championships
- Sectionals
- Super Sectionals
- Futures
- Junior Nationals
- Nationals
- Olympic Trials

Other meet categories include Trials and Finals. If the SSC Swimmer qualifies for finals, then that Swimmer is required to swim their event in finals (regardless of place).

Transportation to and from meets is normally the parents' responsibility; although, on occasion, away meets may be offered with the coaches via bus or van. Parents may bring their own child or car pool with others. Spectators are welcome. An admission fee is usually charged for each spectator. Children under 12 years old are not usually charged. Each session of a meet usually lasts about 4 hours plus 1 hour of warmup.

9.2 SWIM MEET ENTRY

If a Coach feels that an individual should not enter a meet or event because he/she is not ready, abide by their decision. But it is a good idea to check with the coach to be sure a mistake was not made.

Meets are continually posted and updated on SSC's website. It is recommended that you check the website daily for changes. If your child's name is on the posting for that meet, that means your child has been entered in that meet and will be swimming the events listed next to his/her name.

If you decide you cannot attend a meet after you have signed up, let the Head Coach know via e-mail before the meet is "closed out" to avoid being charged for entry into the meet. Your child will then be "scratched out" of this meet. If you do not notify the coach prior to the closing date, the child will stay entered in the meet and meet fees will be charged to your account.

If your child does not attend a meet that he/she has been entered, you are still responsible for your entry fees for that meet regardless of reason (including illness). This also applies to scratching individual events at the meet (deck scratch). The club pays entry fees based on the submitted list before the meet. This is standard policy for USA Swimming meets across the country, including meets SSC hosts.

If your child gets ill the day of the meet, please contact one of the coaches, or send a message with another swimmer.

A small coaching stipend (currently \$5) will be applied to all swimmers entered in non-SSC hosted meets. This helps offset, to some degree, the coach salaries at the meet.

9.3 VOLUNTEERING AT MEETS THAT ARE NOT SSC HOME MEETS

There are meets that will require parent participation. Most often, parent participation relates to timing, but there may be instances where SSC must provide a Meet Marshal or other support.

There are several meets such as Senior Mets, Relay Carnival and Counties. It is not at all uncommon for each team to be required to provide two timers per session or marshals.

Distance meets (or events) located at other pools often require the parents to time for their own children. These are known as BYOT sessions (Bring Your Own Timer).

SSC will occasionally “host” time trials or internal meets for its own swimmers. Typically, no other team is invited and it is intended to get the young swimmers accustomed to competing in a more relaxed setting. These meets count as official times as SSC has the meet sanctioned and properly officiated. The parents of the participating swimmers are required to time during these meets.

SSC is one of the largest teams in “Metro”. There is no excuse for SSC to have difficulty in providing parents to assist at these meets. Feel free to inform the SSC Board or Head Coach prior to these meets if you wish to help. Prior to these meets, you can sign up for work assignments through our website. If necessary, an e-mail will be sent to all participants requesting volunteers. In the event that enough volunteers are not forthcoming, the SSC Board or Head Coach will assign these volunteers. Failure to fulfill this duty will result in your swimmer being scratched from the meet.

9.4 HOW TO READ A PSYCH SHEET/PROGRAM

When your swimmer is entered in a meet, you will want to know several things. What days is he/she swimming? Which events? What time does warm-up start? A meet is usually divided into a morning and an afternoon session. Sometimes these sessions are divided according to age groups and other times by girls in one session and boys in another. This will be stated at the top of the meet sheet by the warm up times. Swimmers are typically seeded from slowest to fastest. Therefore, if your child is the slowest in that event, he/she will swim in the first heat of that event; conversely, if your child is the fastest swimmer in that event, then he/she will swim in the final heat of the event. The swimmer must be at the pool for the beginning of warm-up or they will possibly be scratched from their first few events.

9.5 TRAVEL CODE OF CONDUCT & MEDICAL RELEASE

The *SSC Travel Code of Conduct* has been provided in the *Appendix*. Swimmers and parents are required to sign and return the attached before travel meets when chaperoned by SSC coaches. In addition, a *Medical Release Form* has also been provided on the subsequent page. Further, pursuant to USA Swimming guidelines, SSC has included USA Swimming’s template forms in the *Appendix* which address bullying, team travel and electronic communications.

10.0 FREQUENTLY ASKED QUESTIONS

ARE PARENTS ALLOWED ON THE POOL DECK? Almost never during practice and never during a meet. This is USA Swimming insurance requirement. If you need to speak to your swimmer's coach, either arrange to meet with the coach before or after practice or contact the coach via e-mail. SSC's coaching staff e-mails can be found on the SSC website.

WHAT SHOULD A SWIMMER EAT BEFORE A MEET? The coaches suggest that a swimmer eat complex carbohydrates. These include foods such as: rice, pasta, plain potatoes, plain cereals, toast, dried beans, corn, fruits, and fruit juices. No sugars should be eaten at all. Swimmers may bring fruit juices, Gatorade, or oranges to swim meets as snacks. It has been suggested that loading up on carbohydrates the day before a meet is helpful. High caffeine/energy drinks are banned by SSC.

WHAT ABOUT WEIGHT TRAINING? Weight training performed in a proper manner can enhance the swimmer's training. The age in which a swimmer should begin weight training is variable with each swimmer's growth. In general, it is not recommended for ages 12 years and under. Consult your head coach for other activities that will strengthen your swimmer.

WHEN ARE MEDALS AND RIBBONS AWARDED? If a swimmer has won a medal or a ribbon, the coaches will collect them at the meet; the awards will be distributed by the coaches at practice the week after the meet.

WHO CAN ATTEND BOARD MEETINGS? The Board meets routinely and any parent can attend the first portion of the meeting. Please notify the President of the Board that you will be coming. All activities such as collecting money for gifts, planning team parties, etc. must be approved by the Board.

11.0 TIPS FOR PARENTS

CHECK THE SSC WEBSITE – Information on this website is updated nearly on a daily basis. There is pertinent information regarding practice times, meet schedules, directions, meetings, etc. Many parents and swimmers use the SSC website as their computers' homepages.

E-MAIL SERVICE

1. 11.2.1 SSC frequently corresponds via e-mail. In the event that there is an e-mail address change, or there is a preference for multiple e-mails, please make the changes to your account through the website, or notify the Head Coach. Otherwise, e-mails will be sent to the primary e-mail listed on the family's account.
2. 11.2.2 At NO time is e-mail solicitation permitted by team members.

SWIMMING TERMINOLOGY

LONG COURSE OR SHORT COURSE - The swimming season is divided into short and long course meets. The season begins in September with short course meets that are held in 25-yard pools. In the summer season, pool size switches over to long course meets that are held in 50-meter pools.

"DQ" - This is an abbreviation for disqualification. A swimmer may be DQ'd for an improper stroke, an improper turn, or entering the water early.

FALSE START - This is when a swimmer leaves the starting block prior to the gun or horn signal. A false start results in disqualification.

"JUMPING" - Is when a swimmer's feet leave the blocks prior to the hand touch of his team member during a relay. This results in disqualification.

RELAY - A relay consists of four team members. In a medley relay, each swimmer swims a different stroke. The stroke order for a medley relay is: backstroke, breaststroke, butterfly and freestyle.

"I.M." - This is an abbreviation for individual medley. In this event the swimmer will be swimming all four strokes; butterfly, backstroke, breaststroke, and freestyle in that order.

"W.U." - This is an abbreviation for warm up which is approximately a one-hour period in the water that swimmers "warm up" or loosen their muscles prior to the start of the meet.

Each swimmer should have two (2) towels at a meet.

Swimmers should bring a change of clothes to the meet for afterwards because their seats are usually quite damp.

SSC parents usually sit together at meets so we can cheer for our swimmers. The club sells SSC shirts for parents that helps identify us.

During winter meets it is helpful to layer your clothes because the spectator area can be extremely hot.

No flash photography is permitted during swim meets.

12.0 SOCIAL ACTIVITIES

SSC AWARDS DINNER - This is our club's biggest social event. It usually takes place in late spring and is held at a nice banquet facility. Individual awards are handed out at this time. All swimmers from all groups are encouraged to come. Everyone has a great time!

END OF SEASON ACTIVITY- Our club does some sort of fun activity in late July, early August.

PASTA PARTY / BAGEL BREAKFAST - Pasta dinners or bagel breakfasts are usually arranged before the Relay Carnival and Counties meets.

AWAY MEETS - Away meets provide a wonderful opportunity for the swimmers to compete against other swimmers out of our Metropolitan Swim Area. It is also good experience because the most important meets of a swimmer's career (Zones, Nationals, Olympics, etc.) will be travel meets. The entire family has a great time too!

13.0 A SPECIAL NOTE TO THE SWIMMER

SWIMMERS ARE MADE NOT BORN. *It is SSC's philosophy that each swimmer become all he/she is capable of being. Competitive swimming is time consuming, regimented, tiring and not always fun. The pleasure comes from swimming a good time in a meet, achieving a good series in practice, qualifying for a big meet, earning a scholarship, and of course winning medals. To have success takes hard dedicated work. Missing practice, coming late, spending time in the locker room and looking for excuses will only hinder progress. Take whatever criticism is offered by the coaches and do something about it.*

Set realistic goals and have high aspirations. Some individuals have more innate ability than others, but all can achieve varying degrees of success. Those who do not make the effort are cheating themselves, not to mention letting down their teammates.

Work hard, put all you have into each practice and meet, and you will always be a winner. Maybe you won't be first, but you can always achieve better times, which in itself is a victory.

14.0 A SPECIAL NOTE TO THE PARENTS

To have a successful program, there must be complete understanding and cooperation among the parents, swimmers, and coaches. The progress your swimmer makes will depend to a great extent on this relationship.

As parents in the SSC program, we will ask you to fully support and encourage your swimmer towards achieving his/her ultimate potential. This means getting your child to practice regularly and on time, providing transportation to competition both away and home, and stimulating interest in your swimmer toward proper daily rest and nutrition.

It is very important that your swimmer's involvement in swimming not represent a chore for you. There are many ways you can become involved in the SSC program. The service you provide stimulates your interest in the club and makes your swimmer's participation that much more rewarding.

Training for competitive swimming is very rigorous. During daily practices the coaches are trying to improve the swimmer's cardiovascular conditioning, stroke technique, and mental preparation for a race.

The younger and less experienced swimmers tend to improve at a quicker pace. This is due to their growth increase and mastering of stroke techniques. The older and more experienced swimmers will not improve as drastically due to their heavier training load, and slowing of their physical maturation.

It is helpful to keep a logbook on your swimmer's times. Be sure to record the date of time as well. Do not get concerned if your swimmer does not do their best time since summer or from March. Compare their performance to the same time period of the previous year and never to those of other swimmers.

Swimmers usually do their best when they are rested and shaved. Certain meets are stressed more than others. Therefore, the coaches have certain goals in mind and plan for proper tapering over a long period of time.

The relationship between the coach and swimmer needs to be a very personal one. A two-way relationship must exist daily at practice and at meets. Let the coaching staff, as swimming professionals; handle the task they have been contracted to perform.

The lines of communication between coaches and parents are always open. Feel free to speak with your swimmer's coach about problems or suggestions concerning your swimmer. It is very important that you let the coaches know if

there is anything they can do to aid your swimmer's progress. Talk to your swimmer's coach after practice or contact them via e-mail to avoid taking valuable time away from the swimmers.

The Sachem Swim Club has an exciting future and we are pleased that you want to participate!

15.0 APPENDIX

15.1 SSC Travel Code of Conduct

As an authorized representative of the Sachem Swim Club, Metropolitan LSC, and USA Swimming, I will comply with the following guidelines:

The possession or use of alcohol, drugs, and/or tobacco products is strictly prohibited.

A nightly curfew will be established and observed. Swimmers are expected to remain with the team at all times during a trip. Swimmers are not to leave the pool, the hotel, or any other place at which the team has gathered without the permission of a coach or chaperone.

Swimmers are expected to be quiet and respect the rights of teammates and other hotel guests during evening hours and the rest time between prelims and finals. There is to be no telephone use after curfew and no room-to-room telephone use during afternoon rest time.

Male swimmers are not allowed in female swimmers' hotel rooms, nor are female swimmers permitted in male swimmers' rooms unless a chaperone/coach has granted permission (i.e. for a small group to watch a movie) in which case the door is to be wide open.

Rooms and travel vehicles are to be treated with respect and kept neat. Belongings should be kept together and all trash deposited appropriately. Any damage to rooms or vehicles will be the responsibility of the parties involved and may result in being sent home early from a trip.

Violation on any of the above may result in:

Scratching the athlete from the meet.

Sending the athlete home at their expense.

Recommending disciplinary action from the SSC Board.

All of the above.

Action Plan of Sachem Swim Club to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at Sachem Swim 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:

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 Sachem Swim 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?

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 or Board Member;
- Write a letter or email to the Club Coach or Board Member;
- 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 any Sachem Swim Club events or team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

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

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

FINDING OUT WHAT HAPPENED

1. First, 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:
 - i. What is the history between the kids involved?
 - ii. Have there been past conflicts?
 - iii. Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - iv. Has this happened before? Is the child worried it will happen again?
- 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.
- iii. 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.

5. 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:

- a) Write a letter apologizing to the athlete who was bullied.
- b) Do a good deed for the person who was bullied, for the Club, or for others in your community.
- c) Clean up, repair, or pay for any property they damaged.

6. Avoid strategies that don't work or have negative consequences:

- a) 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.
 - b) 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.
7. 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.
8. 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.

Electronic Communication Policy of Sachem Swim Club (SSC) PURPOSE

Sachem Swim Club recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

Drugs or alcohol use; sexually oriented conversation; sexually explicit language; sexual activity

The adult's personal life, social activities, relationship or family issues, or personal problems; and inappropriate or sexually explicit pictures

Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **Transparent**, **Accessible** and **Professional**.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

Team Travel Policy for Sachem Swim Club (SSC)

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct.

During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

Section 1 - USA Swimming Required Policies

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

Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)

Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)

When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2 – USA Swimming Recommended Policies

During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.

Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).

When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a “buddy” club to associate with during the competition and when away from the venue.

To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete’s rooms and no female athletes in male athlete’s rooms (unless the other athlete is a sibling or spouse of that particular athlete).

A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.

Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.

Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.

Curfews shall be established by the team or LSC staff each day of the trip.

Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.

The directions & decisions of coaches/chaperones are final.

Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission or knowledge of the coach or chaperone.

When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.

The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

Section 3 - Other USA Swimming Policies to Consider

The following, organized by topic, is a bullet-point list of additional travel policies to consider. Teams and LSCs may want to utilize some of these policies based on their individual preferences and needs.

Safety

Additional guidelines to be established as needed by the coaches;

Supervised team room provided for relaxation and recreation;

Respect the privacy of each other;

Only use hotel rooms with interior entrances; and

Must wear seat belts and remain seated in vehicles;

Behavior

Be quiet and respect the rights of teammates and others in hotel;

Be prompt and on time;

Develop cell phone usage guidelines;

Develop computer use guidelines including social media;

Respect travel vehicles;

Establish travel dress code;

Use appropriate behavior in public facilities;

Establish two different curfews – in own rooms and lights out; Must stay in assigned hotel room; and

Needs and wellbeing of the team come first.

Financial

No room service/mini-bar/pay movies, games without permission;

Swimmers responsible for all incidental charges;

Swimmers responsible for any damages or theft at hotel;

Must participate in contracted group meals; and

Communicate travel reimbursement information and policies.

General

Establish fair trip eligibility requirements;

Establish age guidelines for travel trips;

Parent(s) responsible for getting swimmer(s) to stated departure point; and

Requirements for families to attend "Team Travel Meets."

Code of Conduct / Honor Code

The Club Development Committee strongly encourages teams and LSCs to create a Code of Conduct or Honor Code as a companion document to the team travel policies.

Required:

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

Recommended:

Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.

Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.

The possession or use of alcohol or tobacco products by any athlete is prohibited.

The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.

No "deck changes" are permitted. Athletes are expected to use available change facilities.

Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and SSC. Athlete behavior must positively reflect the high standards of the club (or LSC).

For Consideration:

Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

Dismissal from the trip and immediate return home at the athlete's expense;

Disqualification from one or more events, or all events of competition;

Disqualification from future team travel meets;

Financial penalties;

Dismissal from the team; and/or

Proceedings for a LSC or USA Swimming National Board of Review.

Swimmers are to refrain from inappropriate physical contact at team activities and events.

Swimmers are to refrain from use of inappropriate language.



Sachem Swim Club

By signing below or electronically signing in the registration system, I acknowledge all of the aforementioned rules, policies, and procedures for being an active member of Sachem Swim Club. I agree to adhere to all of these rules, policies, and procedures as long as I am a member in good standing of the Sachem Swim Club. Parents accepting this agreement in the registration system agree to inform their swimmers to all policies contained in this document.

Please sign all the applicable lines below:

Parent Signature #1 _____ Date _____

Parent Signature #2 _____ Date _____

Swimmer Signature #1 _____ Date _____

Swimmer Signature #2 _____ Date _____

Swimmer Signature #3 _____ Date _____

Swimmer Signature #4 _____ Date _____