



ATHLETE and PARENT  
**SWIM TEAM HANDBOOK**



***Powered by Purpose • Inspired by Passion • Motivated for More***

**“ Where Focus  
Goes, Energy  
Flows. ”**

-Tony Robbins

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## WELCOME

Welcome to the Life Time Kansas Swim Team! We are a year-round competitive age group swimming team for swimmers between 6 and 18 years old. We are proud to compete successfully within the Kansas City metro area and across the Missouri Valley Local Swim Committee (LSC).

Every swimmer can be a success! Webster defines success as, “the achievement of something desired or attempted.” The coaching staff works to build an environment that rewards a great work ethic, team bonding, and competitiveness. We are committed to ensuring that our program fits your needs whether you are just getting started or are aspiring to compete at the highest swimming levels.

Thank you for giving our staff the opportunity to coach your child in what we consider one of the greatest sports available. Swimming is an activity that can offer success to any child at any level for the remainder of their lives.

## OUR MISSION

Life Time Kansas Swim Team is here to provide a competitive, well balanced training environment that stresses both individual and team improvement while providing an opportunity for members to participate in a top-level competitive swim program. Our team is open to swimmers of all ability levels.

## OUR GOALS

- Build self-esteem and self-confidence through successful practicing of skills, encouraging leadership development, and both individual and team goal-setting.
- Develop an appreciation for mind and body health and a recognition of the physical fitness level needed to meet the individual’s goals, no matter how high.
- Embrace and understand the issues of diversity by working together in interracial, coeducational and multi-age groups.
- Develop the characteristics and show the value of hard work, diligence, and perseverance balanced carefully with the need for fun!

## TRAINING GROUPS

The following descriptions are considered basic guidelines and are subject to change and coaches’ discretion. The team is broken into levels designed to better facilitate skill development, training, coaching efficiency, lower athlete to coach ratios and pool management. All Life Time Swim Kansas athletes are required to become members of USA Swimming which has an annual registration fee. Additional fees may be required. Visit our website at [www.teamunify.com/Home.jsp?team=mvltk](http://www.teamunify.com/Home.jsp?team=mvltk) for current practice and fee schedules.

### Copper

This is the entry level for our team. Athletes focus on stroke technique and kicking with an emphasis on breathing, balance and having fun. Swimmers will have the ability to swim 50 yards of freestyle (including side breathing), 25 yards of backstroke and breast stroke or have passed the 601 level of Life Time swimming lessons. The age range is 9 and under and competition distances are primarily 25 yards in length and 100 yards for an individual medley.



## **TRAINING GROUPS** continued

### **Bronze**

This group is the next level and will see an increase in expectations and training. Athletes will learn to “read” a clock and understand time standards. Swimmers will have the ability to swim 50 yards of freestyle (including side breathing), 50 yards of backstroke and breaststroke and 25 yards of butterfly. The age range is 12 and under and competition distances will be 50 and 100 yards in individual strokes and 100 yards for an individual medley.

### **Silver**

This group will exhibit a higher level of expertise than Bronze. Practice times are 30 minutes longer and 4 days per week. Athletes will see an increase in endurance training with continual focus on stroke technique. The age range is 13 and under and competition distances will include 50 and 100 yard individual strokes, 100 and 200 yard individual medleys and longer distance freestyle (200+ yards.)

### **Gold (Juniors):**

This is the first of our higher level groups in regards to skills and training. Swimmers should be capable of swimming longer distances with correct techniques. Their training schedule will reflect a higher level of commitment. The age range is 11 and over.

### **Seniors:**

The practice time and expectations will reflect a higher level of commitment including weekday and Saturday mornings. Dry land workouts will also be included. Practice times may be up to 2 and 1/2 hours. Athletes must understand training, energy systems, pacing and race strategies, goal setting, and national time standards.

## **PRACTICE, EQUIPMENT and APPAREL**

Swimmers are expected to attend specified practice sessions on time and in proper attire with the necessary equipment. Athletes should arrive ready to learn new skills and techniques. Practice times are always subject to change. We will follow Shawnee Mission Schools cancellation decisions. If it is deemed too dangerous to go to school, practice will be cancelled, otherwise please assume practice will be held. Information regarding any cancellation will be sent via email as early as possible. Sometimes there are weather related issues or unforeseen problems at the facility that may cause practice to be cancelled on short notice. Every effort will be made to contact parents for early pick-up.

On occasion, a coach will miss or be late to practice. Swimmer safety is the first priority. If a coach is not present when practice is scheduled to begin, swimmers should do the following:

1. Remain on the pool deck, away from the water and near the locker rooms.
2. Do not use the absence of a coach as an excuse for horseplay or leaving early.
3. Allow twenty minutes to pass before asking a staff member for assistance.
4. If the coach is on the way, wait for the coach to arrive.
5. If the coach is not on the way and cannot be located, follow staff member instructions.

## **PRACTICE, EQUIPMENT and APPAREL continued**

All team members will need practice suits, (one piece for girls, brief or jammer style for boys) goggles, practice caps, a kick board, pull buoy, fins and a drawstring mesh bag. Junior and Senior level swimmers will also be required to have hand paddles, a snorkel, old t-shirt, old tennis shoes (for water wear) and a foam roll. Athletes are required to wear a team designated competition suit, team cap, and goggles at all swim meets. These items may be purchased online by logging into your Team Unify account and clicking on Team Apparel. The items listed on the website reflect our coaches product recommendations. Family and friends are encouraged to purchase spirit wear items in support of our team.

## **SWIM MEETS**

All swimmers are strongly encouraged to participate in swim meets. The number and type of meets appropriate for an individual swimmer will depend on his/her experience and goals. Meets are chosen to both introduce new swimmers with “meet practice” and to challenge the more experienced competitor. The meet calendar will be developed and communicated by the Life Time Staff. Competing allows the coaches to better determine swimmers’ needs, specific skills for development, and necessary adjustments to training patterns. Life Time Swim coaches enter athletes into meets through the Team Unify system which creates an electronic file that is sent directly to the host team. Each swimmer’s events are selected by the coaches with thoughtful planning, taking into consideration team-wide participation, timing within the season, and frequency of competition in order to allow for technical and training improvements as well as physical growth. Swimmers should indicate their interest in participating in a meet at least two or more weeks in advance. Meet entry fees are non-refundable and will be charged to your Life Time account, whether or not your swimmer actually participates in the meet. Entries and results can be accessed via your Team Unify account. Meet information, time standards and other information is available on the team website. Each meet will have meet documents associated with it on our team unify site. It is your responsibility to read these documents to understand meet format, special rules, schedule for each age group, etc. The meet documents can also be found on the Missouri Valley Swimming site. Please check the website regularly as the schedule is subject to change.

### **Warm-ups**

Meet hosts will designate a team warm-up schedule for each day of a meet. This information is typically communicated to coaches a day or two before a meet. The coaches will email the schedule as it is available. Please plan to arrive at the pool at least 15 minutes prior to the start of warm-ups. This time is an important opportunity for athletes to get their bodies moving and become familiar with the pool environment; how the wall feels on the turns, where the backstroke flags are and what the blocks feel like. It is also a time to get together as a team prior to the meet starting. It is very important that swimmers participate in warm-ups. Coaches will be on deck and athletes should find the coach and let them know they have arrived and are ready for warm-ups. In the event of an emergency and a coach is not available, please contact Rebecca Nevins at 913-888-2211. During warm-ups, swimmers are required to observe the safe entry requirements - hand on the side of the pool and feet first when entering.

### **Relay Entries**

There are many factors that go into setting a relay line up, but the guiding philosophy is to simply choose “the relay in the best interest of the team.” This may not always reflect the fastest four swimmers. It is always the coaches’ call.

### **Competition**

Most swim meets will occur over the weekend, Saturday and Sunday. Some competitions choose to offer additional events that may be held on Fridays. Most championship meets will be contested over three (3) to four (4) days. The higher the level of competition, generally the longer the meet.

## SWIM MEETS continued

It is the responsibility of each member family to arrange travel to the competition site. There may be special occasions when the team may undertake a competition for which travel will be provided. When such a trip occurs, parents will receive an itinerary and all necessary information. Parents should plan to purchase a heat sheet at each meet. This is considered the meet Bible. It lists the order of events, entrants, and heat and lane assignments. Cash is usually required for purchase and will run between \$5 and \$20.

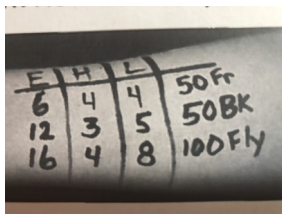
Meets can appear chaotic, loud and for some, a little overwhelming. Finding a place to sit together as a team helps bring a sense of unity and calm to both athletes and parents. Parents are not allowed on the pool deck - which can be confusing at some meets as seating is limited. During the meet, swimmers should visit with the coach before and after each event. Before an event, this time can calm the swimmer, allow communication of last minute instructions, and confirm heat and lane assignments. Swimmers should always return to the coach following a swim to receive technique tips, strategy analysis, times and splits and congratulations!

### What you need to bring to a meet:

1. Team suit, team cap and goggles
2. At least 2 towels per day
3. Flip-flops or other deck-safe footwear (wearing footwear prevents injury)
4. Healthy snacks and plenty of fluids

### Parents:

1. Make sure your swimmer eats well the night before and stays hydrated at the meet.
2. Be on time. Nervous athletes only get more anxious when they are rushed.
3. Make sure your swimmer puts on his/her team suit as soon as they enter the building (if not before.)
4. Using a purchased or borrowed "Heat Sheet," mark your swimmer's forearm in Sharpie with their events (E), heats (H), lanes (L), and stroke (S) assignments. It looks like this:



E	H	L	S
12	4	2	50 Free
18	6	3	100 Back

5. Store bags, towel, etc. with you at the team crash site.
6. Once the warm up is done, swimmers are on their own until their events. It is up to the athlete to get themselves to the blocks. Listen for the announcements - athletes should go to the starting area at First Call.

### Swimmers:

1. Arrive on deck in time for warm-ups and dressed in the team suit/cap with goggles.
2. Have all events, heats and lane assignments written in Sharpie on your forearm.
3. Properly warm-up and take some practice starts as instructed by your coach.
4. Immediately before and after an event, check in with the coach for guidance and focus, or feedback and technical comments.
5. Stay warm and hydrated. Often nerves make it hard to eat, so make sure you are drinking.

Awards will be distributed at practice as they are available.

## USA SWIMMING

This is the exciting world of Competitive Swimming! By joining the Life Time Kansas Swim Team, your child will become a member of one of the country's largest, most organized, and competently coached youth sports. As part of our team, your child will become a member of USA Swimming, the national governing board for the sport of competitive swimming in the United States, and its local swimming committee member, Missouri Valley Swimming.

The resources available for both parents and swimmers through USA Swimming and Missouri Valley Swimming are amazing. Visit these two websites for up to date information on meets, events, nutrition, training tips, and apps.

- [www.usaswimming.org](http://www.usaswimming.org)
- [www.missourivalleyswimming.com](http://www.missourivalleyswimming.com)

### Deck Pass

Want to dive even deeper into swimming? USA Swimming has launched a swimmer focused program called "Deck Pass". Deck Pass is your opportunity to track and share your accomplishments as a swimmer. You can participate on-line or through an app on your smart phone.

### Newsletters and Magazines

Award-winning Splash Magazine is delivered to USA Swimming members as a benefit of membership. The bi-monthly publication contains National Team news, advice and training tips from USA Swimming's experts, photographic event coverage and more. For kids, Splash Magazine's "SwimKids" section provides entertaining, age-appropriate content, games and more.

### Safe Sport Program

Safe Sport is USA Swimming's comprehensive abuse prevention program that provides tools to educate their members and intervene in risky situations.

## SWIM PARENTS

### The Parent's Role

A successful swimming experience depends on parents playing the right role on the parent-athlete-coach team. Here are a few Do's and Don't's for success:

1. Don't coach – Leave coaching to coaches. This includes after race critiquing, interrupting practice, changing a swimmers events, etc.
2. Support the Coaches and the Program – Your coaches are the experts and they need your support for everyone to "win." Get involved with the team, talk the program up and volunteer.
3. Be your child's best fan and do not bribe or offer incentives– Support your child unconditionally. Your job is not to motivate - leave this to the coaching staff. Bribes will only distract your child from proper race concentration.
4. Take your concerns directly to the coach - If you have a problem with the coach, do not go to other parents to discuss it. Go straight to the coach involved and make an appointment to discuss the issue.
5. Understand and display appropriate meet behavior – Do not coach your child at a meet. Remember your child's self-esteem and race performance is at stake. Be supportive and cheer but always be appropriate.
6. Be an appropriate liaison to the coach – Keep the coach informed as to how your child is responding to the experience (when appropriate). If your child is having trouble with something that happened at practice or with something the coach said, help the child deal with it and if necessary, speak directly with the coach.

## **VOLUNTEERING**

The success of the Life Time Kansas Swim Team is largely due to the support of our parent volunteers. We will need your support in every aspect of this organization for that success to continue. The team holds many events throughout the year, from dinners and banquets, to social activities and fundraising. We need an extra pair of hands to help team events run smoothly and safely. Volunteers also make-up the Northeast Kansas Swim Association Booster Club, and we are always looking for parents with financial, non-profit or athletic expertise to help run the club.

### **Volunteer Opportunities**

There are many opportunities to volunteer for the club, and we ask that each family commit to supporting the team in a manner that best fits their individual situation. There are social activities, banquets, team apparel, photography, fundraising activities as well as general club operations that all help keep the team running smoothly. Often a call for volunteers or donations will go out before events, but the club is also looking for committee chairs and members. Please speak to a Booster Club board member if you have any questions or would like more information about opportunities.

### **Booster Club Executive Board Positions**

Board terms run for one year beginning on January 1st. Executive Board Meetings are held once a month. Duties, roles and responsibilities are clearly laid out, and a general membership meeting is held once a year to plan for the future of the club. Please contact the president if you are interested in being on the board. Current Board Members are:

- President                      Stephanie Marksz
- Vice President                Kyle Cooper
- Secretary                        Kim Culley
- Treasurer                        Anne Pedrigi
- Coach Liasion                 Troy Richardson



## **POLICY HANDBOOK**

In joining the team, each family agrees to be bound by the team policies and the rules of USA Swimming. New athletes or an athlete who has taken time off from the team will need to try out. Tryouts are conducted on an open basis, but need to be scheduled with the coach. Placement is decided by the coaching staff. Once enrollment paperwork has been completed, a Team Unify account will be created for each family. This is the team's website and communication system. You will receive an email with directions for setting up your account.

### **PERMISSION TO PHOTOGRAPH**

Life Time Kansas Swim Team often takes pictures and videos of swimmers to use in training activities, publicity materials and team promotion. In joining the team, you agree to allow the team to use photos and video of your swimmer for these purposes. If you do not wish for images of your athlete to be used, please notify the Aquatics Manager in writing.

### **PRIVACY**

Life Time Kansas Swim Team respects the privacy of its members and does not share, rent or sell personal information to third parties. Our email lists and team rosters are for team communication only and may not be used for any other purpose without explicit written permission.

### **ATHLETE CODE OF CONDUCT**

- We will refrain from judging or criticizing others;
- When unable to attend practice or meets, we will inform our coach ahead of time;
- We will treat all coaches, swimmers, parents and our opponents with dignity and respect;
- We will not use drugs, alcohol, or tobacco;
- Physically or verbally abusive behavior, including bullying or sexually inappropriate behavior, is unacceptable for our team members;
- We will be dedicated and loyal to our club and teammates. We will be vocally supportive;
- We will display our team pride by competing in Life Time Swim Kansas caps and team suits at all times;
- We will remain silent and make an honest effort to listen and look when anyone is speaking;
- We will arrive to practice allowing enough time to begin on time, with the correct gear;
- We will be committed to our best effort every day;
- We are all responsible for the care and proper use of equipment. Practice is not finished until all supplies are returned to storage. Everyone helps;
- We will obey all of USA Swimming's rules.

### **SWIM MEETS**

1. No swimmer shall attend a meet unless accompanied by a parent or a chaperone arranged for by the swimmer's parents;
2. No swimmer shall drive a car to, from, or at an away swim meet unless accompanied by a parent or chaperone. Swimmers 16 years of age and older may drive themselves, but may not be accompanied by younger swimmers unless they are family members;
3. Meet warm-up times, which are set by the meet hosts and published on-line on the team website, are to be strictly adhered to by all team members. In general, it is preferred that team members check with the coaches prior to leaving a meet. Should it become necessary for a swimmer to leave a meet early, his/her coach must be notified;
4. Swimmers are expected to check in with their coach before and after each of their events;

# POLICY HANDBOOK

## SWIM MEETS *continued*

5. In preliminary and final meets, all swimmers who qualify to compete in the finals are expected to participate in the finals. All team members are strongly encouraged to return to the finals sessions to support the team and take advantage of the opportunity to learn from watching the finals. At times, alternate and relay positions open up that need to be filled;
6. All team members are expected to wear team suits and team caps for competition. If team suits are not available, then a black-colored suit must be worn. Your personal appearance shall be neat and appropriate at all times;
7. Swimmers are expected to sit with the team and participate in all team meet activities and team meetings;
8. Team members and parents are expected to display proper respect and sportsmanship toward coaches, officials, meet administrators, and fellow competitors;
9. As a matter of team pride and courtesy to the meet host, swimmers are expected to leave the Life Time team area in a neat and clean condition at the conclusion of each session of the meet;
10. In accordance with USA Swimming rules, parents are expected to remain in the spectator area and off the immediate competitive deck unless they are working the meet in an official capacity;
11. All swimmers must adhere to USA Swimming rules and regulations;
12. All questions swimmers or parents may have concerning meet entries, results, an officiating call, or the conduct of a meet, should be referred to the Life Time coaching staff only. Our coaches, in turn, will pursue the matter through appropriate channels.

## TRAVEL MEETS

Athletes are responsible for arranging their own accommodation, food and transportation for travel meets. Coaches are responsible for athletes while on-deck. Parents are in charge of their swimmer at all other times.

Proper behavior by all team members has a positive influence on individual and team performance and reflects our team unity. Remember:

- Team members will demonstrate respect for public and private property including the hotel, vehicles used for transportation to and from and at the meet, the pool, and any other facilities visited during the meet;
- Appropriate attire, including shoes, is required at all times. Clothing must be neat and clean;
- During the meet, team members are required to stay in designated team areas, including deck-level restrooms, warm-up areas, etc. when not competing. If it is necessary to leave the designated areas, permission must be obtained from a Coach.

It will be the responsibility of the Head Coach or a designee to identify potential safety hazards and have in mind a Safety Action Plan for all travel meets. This is to include but not be limited to identifying emergency exits, fire alarms, defibrillators and emergency phones. Swimmers are to be briefed that in case of an emergency they are to report either directly to the Head Coach or the area of the building the team is using as home-base for that meet. Unless, it would be more hazardous to return to home-base and in that instance look immediately for an emergency exit or instructions from those in authority but in closer proximity.

## TEAM TRAVEL POLICY

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, vehicles 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 Life Time Kansas Swim Team.

# POLICY HANDBOOK

## TEAM TRAVEL POLICY *continued*

- Team policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
- All chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is an immediate family member or guardian of the athlete.)
- When only one athlete and one coach travel to a competition, the athlete must have his/her parents'/guardians' written permission in advance to travel alone with the coach.
- Two-deep leadership and open and observable environments will be maintained.
- Athletes will 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.
- If athletes are paired with other athletes, they shall be of the same gender and of similar age. When athletes are age 12 and under, chaperones may stay with athletes. When athletes are age 13 and over, chaperones would ideally stay in nearby rooms. Where chaperones are staying in a room with athletes, they must be the same gender as the athlete and prior written consent from the athlete's parents or legal guardian is required.
- To ensure the propriety of the athletes and to protect staff, no male athletes are allowed in female rooms and no female athletes in male athlete's rooms (unless the athletes are siblings.)
- Curfews will be established by the team staff each day of the trip.
- Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- All directions and decisions of the coaches and 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 of a 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. Athletes 12 and under must be accompanied by an adult.
- Failure to comply with ALL team policies may result in (but not limited to) the following:
  - 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
  - Consequences defined in our discipline policy

# POLICY HANDBOOK

## DISCIPLINARY POLICY

The Life Time Kansas Swim Team is established to promote the sport of swimming, and in the process, help to develop the character of the individual swimmers. For the orderly operation of the Swim Team certain rules, regulations, and procedures for enforcing same must be established. It is the expressed intention of the Life Time Kansas Swim Team to set forth procedures that will aid in identifying behavior the club finds undesirable and define a process for addressing an alleged occurrence.

This Disciplinary Code shall apply to all behavior occurring during, or at an activity or function that is associated with the Life Time Kansas Swim Team, including but not limited to: swim practices, swim meets, team trips, team events, and team or individual group outings. The Disciplinary Code also addresses objectionable behavior by members of the Swim Team occurring outside of team activities. The types of objectionable behavior shall be divided into three (3) classifications:

**Class I:** Shall deal with behavior that is considered very severe and disruptive, possibly life threatening and/or in direct violation of governmental laws. These are actions that are so detrimental that it is not desirable to have such a person associated with the team;

**Class II:** Shall deal with behavior that is considered disruptive; that has a detrimental effect on one's self, other members of the team, or the general public; that causes significant damage to the reputation of the team, Life Time Fitness and/or its coaches; or that leads to possible injury of self or other persons;

**Class III:** Shall deal with behavior that is somewhat disruptive; does not portray the Swim Team in a good light; and other actions that do not comply with the Code of Conduct.

The Disciplinary Procedures for each class of objectionable behavior shall be as follows:

**Class I:** This behavior would include, but not be limited to: sale or distribution of illegal drugs, sexual misconduct, conviction of felony or fighting that results in the severe bodily injury of any person (regardless whether at a team activity or not.) Class I objectionable behavior will result in membership termination or other action as determined appropriate by Life Time Staff.

**Class II:** This behavior would include, but not be limited to: possession or use of illegal drugs, alcohol or tobacco, theft, assault or significant vandalism. It also includes escalation of Class III behavior. Class II objectionable behavior will result in membership suspension or other actions as determined appropriate by Life Time Staff. The terms of suspension shall be spelled out by the Life Time Staff and must be adhered to by the swimmer/parents in order to be reinstated at the end of the suspension period. Suspension from the team would include a period of one week minimum up to an entire season.

**Class III:** This behavior would include, but not be limited to: minor vandalism, being disruptive in practices or meets, abusive or sexually inappropriate language or behavior, violation of USA Swimming standards and regulations, insubordination to members of the coaching staff, officials, chaperone or others, and other acts of misconduct as determined by Life Time Staff. Discipline will be determined by the Life Time Staff including, but not limited to suspension from practice and/or suspension from meet(s). Repeated Class III offenses may result in the offense being considered a Class II objectionable behavior.

During all investigations into allegations of Class I and II offenses, involving questioning or interviewing of the subject swimmer, a parent or guardian of such swimmer shall be present.

# POLICY HANDBOOK

## BULLYING POLICY

Bullying of any kind is unacceptable at Life Time Kansas Swim Team and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. We are 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 or Life Time Fitness management.

### What is Bullying?

The USA Swimming and Life Time Kansas Swim Team Codes of Conduct prohibit bullying. Generally, bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying results in pain and distress. USA Swimming defines bullying in section 304.3.12 of its rule book. Bullying is the severe or repeated use by one or more team 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 team member that to a reasonably objective person has the effect of:

- Causing physical or emotional harm to the other member or damage to other member's property;
- Placing the other member in reasonable fear of harm to him/herself or of damage to his/her property;
- Creating a hostile environment for the other member at any team activity;
- Infringing on the rights of the other member at any team activity; or
- Materially and substantially disrupting the training process or the orderly operation of any team activity (which for the purposes of this section shall include, without limitation, practices, workout and other team, Missouri Valley Swimming or USA Swimming events.)

### Reporting Procedure

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

- Talk to your parents;
- Talk to a Coach, Life Time Fitness staff member or Booster Club executive board member
- Write a letter or email to a Coach or the Life Time Fitness Aquatics manager or assistant manager
- 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 our team leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

### How We Handle Bullying

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

- Intervene immediately. We will involve other adults as necessary.
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Reassure the kids involved, including bystanders.
- Model respectful behavior during intervention.



# **POLICY HANDBOOK**

## **BULLYING POLICY** continued

### How We Handle Bullying continued

If bullying occurs or is reported to occur on our team, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE ATHLETES INVOLVED** by using the following approach.

#### Finding Out What Happened

- First, we get the facts. We will get the story from several sources, both adults and athletes. We will listen without blaming and without calling the act “bullying” while we are trying to understand what happened. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. We will collect all available information.
- Then, we will 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. To determine if the behavior is bullying, we will consider the following questions:
  - What is the history between the kids involved? Have there been past conflicts?
  - Is there a power imbalance? Power imbalance is not limited to physical strength. If the targeted child feels like there is a power imbalance, there probably is.
  - Has this happened before? Is the athlete worried it will happen again?
  - Determining “who started it,” may not be an applicable question. Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.

#### Supporting the Athletes Involved

We will support the athlete being bullied by listening carefully, working together to resolve the situation and developing a plan to protect the athlete. We understand that bullying may not end overnight, but we will remain persistent and committed to making it stop.

#### Addressing Bullying Behavior

We will make sure the athlete knows what the problem behavior is. We will show all team members that bullying is taken seriously and will not be tolerated. We will work with the athlete to understand the reasons he/she bullied. We will involve the athlete who did the bullying in making amends or repairing the situation. We will avoid strategies that are proven to not work or have negative consequences. Bullying behaviors are subject to our discipline policy. Once the issue is resolved, we will continue to find ways to help the athlete who bullied understand how what they do affects other people.

#### Support Bystanders Who Witness Bullying

Every day young people witness bullying. They want to help, but often do not know how. We will review with team members simple, safe ways to help stop bullying when they see it happening.

# POLICY HANDBOOK

## ELECTRONIC COMMUNICATION AND SOCIAL MEDIA

The Life Time Kansas Swim Team 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 Swim Team acknowledges the value of these methods of communication, the team also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

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:

- Drug 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;
- Inappropriate or sexually explicit pictures.

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, booster club executive 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, Life Time Fitness management, 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. 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 team'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 Life Time Fitness. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member. If the communication meets all three of the T.A.P. criteria, then it is likely the communication with athletes will be appropriate.

### Social Media

Coaches may have personal Facebook, Twitter or other social media site pages/accounts, but they are not permitted to have any athlete member of the team join their personal page as a "friend." A coach should not accept any "friend" or "follow" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" or "instant message" each other through any social media site. Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information. Coaches are not permitted to follow or friend athletes on any social media site. Likewise, athletes are not permitted to follow coaches on any social media site.

# **POLICY HANDBOOK**

## **ELECTRONIC COMMUNICATION AND SOCIAL MEDIA *continued***

### Texting

Subject to the general guidelines mentioned previously, texting is allowed between coaches and athletes during the hours from 6am until 8pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

### Email

Athletes and coaches may use email to communicate between the hours of 6am and 8pm. When communicating with an athlete through email, a parent, another coach, or a booster club officer must also be copied.

### Request to Discontinue all Electronic Communications

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

### Cell Phones

Cell phone usage is prohibited in the locker rooms either at practice or at meets.

## **PICK-UP SCHEDULE**

During swim practice, our coaches are responsible for the safety of the athletes. However, it is not possible for the coaches to supervise the locker rooms, reception area or parking lot while they are on-deck. All parents and swimmers should be aware of the following instructions:

1. If you will be late, call the front desk at 913-888-2211 or the aquatics office at 913-428-5723 to make arrangements for the safe collection of your swimmer.
2. Transitions are always a challenging time for our younger athletes, especially after a vigorous practice. A male parent or staff member should be present in the boys locker room and a female parent or staff member should be present in the women's locker room at the end of each practice to ensure that swimmers remain safe.
3. At swim meets, we employ a buddy system to ensure the safety of all swimmers in an unfamiliar environment. Swimmers should not wander around a facility by themselves. ALWAYS go with a friend, whether to buy a snack or use the restroom.

## **FACILITY EMERGENCY**

Definition: Any event, including but not limited to: fire, electrical failure or storm damage that may endanger swimmers, coaches or spectators.

1. The Head Coach or Assistant Coach will clear the pool immediately—swimmers will be asked to sit at the edge of the pool and await instructions.
2. The Head Coach or Assistant Coach or designee will notify the Life Time Fitness Club manager or call 911 if appropriate.
3. If required, the Head Coach will direct an orderly evacuation at the nearest exit point.
4. The Head Coach will collect and organize all swimmers at a distance that is deemed safe from the facility.
5. Swimmers will remain with the Coach(es) until released directly into the care of their Parents.
6. Following an emergency, the Head Coach will email information regarding the practice schedule via Team Unify.

# **POLICY HANDBOOK**

## **WEATHER EMERGENCY**

Weather emergencies will be primarily confined to the summer months at the outside Life Time Pool, although ice, snow, and other factors can cause practice to be cancelled at the indoor pool.

1. Lightning or the threat of lightning will be cause for immediate evacuation of the pool. There will be a wait of 30 minutes following the last clap of thunder before the swimmers can get back in the water.
2. Coaches will facilitate a systematic retreat from the outside pool and lead an organized group to the indoor pool deck.
3. Swimmers will remain with the coaches until the threat of lightning has passed.
4. No swimmer will return to the outdoor pool or outdoor pool deck unless permission is given by the Coaches.
5. If practice needs to be cancelled, the "Cancellation of Practice" policy will be followed.

## **DROWNING OR SPINAL INJURY EMERGENCY**

Drowning, near-drowning and spinal injury incidents require rapid response by those trained in CPR already on deck and should be backed up by first responder efforts ASAP by calling 911.

1. Upon discovery, the victim will be rescued by trained personnel.
2. While the rescue is underway the Head Coach, Assistant Coach or Life Guard will clear the pool. Swimmers will be instructed to sit against the pool walls until released by authorities.
3. After the victim has been evacuated, the Head Coach will resume activities after briefing swimmers and managing adverse emotional reactions of team members.

## **DIVING SAFETY**

We make sure our swimmers have good training and supervision when learning or practicing racing start skills. Swimmers must be physically and psychologically ready to do a skill. A swimmer will not be forced to do a skill if he or she is not ready. Swimmers who seem very fearful about doing a step will practice the preceding step until they gain confidence. To avoid risk of serious injury, no swimmer who has not been properly trained and certified should attempt to perform either a forward or backstroke racing start from a starting block or the side of the pool into less than six feet of water.

USA Swimming has implemented a racing start certification program where a swimmer's coach documents his/her professional judgement that a swimmer has demonstrated sufficient skill to safely perform a racing start into four feet of water in competition.

Life Time Kanas Swim Team home training facilities do not include pool space with depths at or beyond six feet. In compliance with USA Swimming rules, swimmers will only be taught and certified in forward and backstroke racing starts at off-site pools that meet the six foot minimum depth. Once certified by a team coach, swimmers may practice racing starts in our home pools. Certified swimmers should only use starting blocks during controlled practice, supervised warm-up or meet conditions.

There are rare occasions when swimmers may participate in swimming competitions not under the supervision of a certified home team coach. In these situations, it is the parent's responsibility to make sure the swimmer does not attempt to perform a racing start in less than six feet of water if the swimmer has not been properly certified by the swimmer's home team coach to do so. Additionally, should this situation arise, the athlete must be assigned to a certified coach on deck at the meet.

**“ SUCCESS COMES FROM  
KNOWING THAT YOU  
DID YOUR BEST TO  
BECOME THE BEST  
THAT YOU ARE CAPABLE  
OF BECOMING.”**

John Wooden  
October 14, 1910 — June 4, 2010



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