



CINCINNATI AQUATIC CLUB

Information Packet

2024 - 2025

Welcome to the 2024-2025 competition year. In this informational packet you will find group descriptions, the fee schedule, and team policies. Practice schedules for the upcoming season will be posted on the website (www.cachawks.com) and will be sent out. Schedules are subject to change based on lane space and pool availability.

ONLINE REGISTRATION DATES

	Registration Opens	Registration Closes
Returning Seahawks	Thursday, August 1st	Thursday, August 8th
New Seahawks	Friday, August 9th	Friday, August 16th

Returning Seahawks Registration Information: Group placements for the team's new group structure will be sent via email prior to Wednesday, July 24th.

New Seahawks Registration Information: Group placement or waitlist information will be sent via email by August 1st.

MISSION STATEMENT

The Cincinnati Aquatic Club is a team that strives to make each and every athlete the best they can be. Our goal as a team is to build great swimmers, as well as great individuals. We encourage and teach a strong work ethic, sportsmanship, loyalty, and team bonding. The CAC coaches develop each individual athlete through time and hard work so they reach their full potential. We believe swimming is a lifetime sport and are focused on the long-term development of each and every Seahawk.

VISION STATEMENT

CAC offers swimmers a top-quality program that develops swimmers over time and fosters a love for the sport while nurturing them as athletes, students, and individuals.

TABLE OF CONTENTS

Section 1 - Group Description

Section 2 - Fee Schedule/Billing Information

Section 3 - Policies

Section 4 - Volunteering

Section 5 - Seahawk Boosters, Inc.

Section 6 - MAAPP/Bullying Action Plan & Code of Conducts

MAAPP - see additional attachment or the "Safe Sport" tab on www.cachawks.com
Bullying Action Plan

SECTION 1

Group Descriptions

Swim Cincinnati

Swim Cincinnati: Is the entry level group to Cincinnati Aquatic Club. The purpose of this group is to teach the basic techniques and skills of swimming to feel comfortable in the water. This group meets over a 4 week period with 1-2 weeks off in between each session.

Entrance Requirements:

1. Swim at a minimum of 10 yards unassisted
2. Have a basic understanding of water safety.

Practices: 1x per week for 45 minutes

Attendance: Consistently attend the practice

Swim Meets: None

Equipment: Kickboard is provided.

Technical Division

Red 1: The purpose of this group is learning to be a part of a team, learn stroke and skill development in all 4 strokes, turns, and starts. There will be a daily emphasis on foundational skills such as, streamlines, head and body position, kicking, and most importantly - fun!

Entrance Requirements

1. Complete a 25 freestyle with side breathing without stopping.
2. Complete a 25 backstroke without stopping.
3. Complete a 25 breaststroke or butterfly legally.
4. Swimmer must be 7 years old by December 1st.

Practices: 3x per week for 60 min includes water and dryland time. Dryland is completed 2x per week for 15 minutes.

Attendance: 2x per week recommended

Season: The short course season will run October through February with a break in March. The long course season will run April through May. Swimmers are highly encouraged to participate with their summer club team in June & July. Practices will still be offered in June and July for any athletes that want to participate with CAC during those months.

Swim Meets: Optional, but highly encouraged to try local meets. The end of the season meets are the CAC Mini Meet in mid February for Short Course and CAC Summer Classic in early June for Long Course.

Equipment: Kickboard and fins

Goals of Red 1 to be considered for move up:

1. Push off in the ready position and streamline to flags.
2. Correct body & head position in all 4 strokes.
3. Perform a proficient start off the side or block and a proficient backstroke start.
4. Know how to do flip turns & complete an open turn with 2 hand touches.
5. Complete 50 Free, 50 Back, 25 Breast, 25 Fly in a swim meet legally.
6. The swimmer is able to consistently demonstrate being attentive and following directions.

Red 2: The purpose of this group is to focus on proper stroke and skill development in all 4 strokes, underwater skills, basic drills, turns, and starts. There will be a daily emphasis on body position, drills, kicking, underwater progressions, and building on endurance throughout the season.

Entrance Requirements

1. Complete a 50 freestyle with side breathing without stopping.
2. Complete a 50 backstroke legally.
3. Complete a 25 breaststroke & butterfly legally.

Practices: 3x per week for 75 min includes water and dryland time. Dryland is completed 2x per week for 15 minutes.

Attendance: 2x per week recommended

Season: Red 2 will run October through February for the short course season. The long course season will run April through May. Swimmers are highly encouraged to swim with their local summer club team for June & July.

Swim Meets: Optional, but highly encouraged to try local meets. End of season meet is the CAC Mini Meet in mid February for Short Course. End of the season meet is the CAC Summer Classic in early June for Long Course.

Equipment: Kickboard and fins

Goals of Red 2 to be considered for move up:

1. Push off in the ready position and streamline to flags with at least one underwater dolphin kick.
2. Perform an efficient start off the block and a backstroke start.
3. Know how to do freestyle and backstroke flip turns & complete open turns with 2 hand touches.
4. Complete 100 Free, 100 Back, 100 IM, and 50 Free, 50 Back, 50 Breast and 50 Fly in a swim meet legally.
5. The swimmer is able to consistently demonstrate being attentive and following directions.

Age Group Division

Silver 1: The purpose of this group is to build stroke technique and endurance for all 4 strokes, kick, underwater progressions, turns, and starts. This group will have a daily emphasis on body position, drill progressions, kicking, and will be introduced to mini main sets. Athletes will begin to learn the importance of being a part of a team, goal setting, and understand how to read a pace clock. Prior swim team experience is encouraged.

Entrance Requirements

1. Swim a continuous 100 Freestyle & Backstroke with correct turns.
2. Push off in ready position and streamline to flags with one dolphin kick.
3. Swim a 100 IM, 50 Free, 50 Backstroke, Butterfly, and Breaststroke legally and with correct turns.
4. Perform a track start from the block and backstroke start.

Practices: 4x per week for 75 to 105 minutes includes water and dryland time. Dryland is completed 2x per week for 15 minutes & 1x per week for 30 minutes. Water time is always 75 minutes.

Attendance: 2-3 times per week is recommended.

Season: Silver 1 will run September through February for Short Course and April through July for Long Course.

Swim Meets: All travel meets are optional. Local and home meets are highly encouraged. Championship meets are required. If your swimmer qualifies for Junior Championships they should also attend this meet. The end of the season meet for Short Course is the OSI Regional Championships in mid February and if qualified, the OSI Junior Championships in mid March. The end of the season meet for Long Course is the OSI Regional Championships the second week in July and if qualified, the OSI Junior Championships the third week in July.

Equipment: Kickboard, Switch Blade Fins, snorkel, hand paddles, and pull buoy.

Silver 1 Goals to be considered for move up:

1. Develop consistent attendance habits.
2. Athlete is motivated to listen to coaches and try to apply feedback.
3. Courteous to other swimmers at practices and meets.
4. Push off in ready position in streamline with 4 underwater dolphin kicks.
5. Perform all turns and push-offs legally, including a breaststroke pull out.
6. Complete a 200 Freestyle or IM & a 100 Freestyle, Backstroke, Breaststroke, and/or Butterfly in a swim meet.
7. Complete 6 x 50 Kick on 1:20 & 8 x 50 Freestyle on 1:10.

Silver 2: The purpose of this group is to continue to build on stroke technique, kicking, and aerobic training with an emphasis on advanced drills and training concepts. This group will begin main sets and will be introduced to race strategies for 200s and 500 Free. Swimmers will learn SMART goal setting and focus on sportsmanship at practices & in meet settings. Prior swim team experience is required (summer club, YMCA, or USA Swimming).

Entrance Requirements

1. Demonstrate consistent attendance in prior training group.
2. Swim a continuous 200 Freestyle with side breathing and correct turns.
3. Push off in ready position with 4 dolphin kicks.
4. Compete a 200 Free or 200 IM with 4 legal strokes and turns, 100 Backstroke, Breaststroke, and/or Butterfly with legal strokes and turns.

Practices: 5x per week for 90 to 120 minutes includes water and dryland time. Dryland is completed 3x per week for 30 minutes. Water time is always 90 minutes.

Attendance: 3 times per week is recommended & 4 times per week is highly encouraged.

Season: Silver 2 will run September through February for Short Course and April through July for Long Course.

Swim Meets: Travel meets are optional & encouraged. Local meets are expected to be attended at a minimum of 2x throughout the season. Championship meets are required. If your swimmer qualifies for Junior Championships they should also attend this meet. The end of the season meet for Short Course is the OSI Regional Championships in mid February and if qualified, the OSI Junior Championships in mid March. The end of the season meet for Long Course is the OSI Regional Championships the second week in July and if qualified, the OSI Junior Championships the third week in July.

Equipment: Kickboard, Switch Blade Fins, snorkel, hand paddles, and pull buoy.

Silver 2 Goals to be considered to move up:

1. Attend 4 practices per week consistently.
2. Demonstrate willingness to learn and listen to coaches feedback.
3. Displays sportsmanship on and off the pool deck.
4. Push off in ready position in streamline with 5 underwater dolphin kicks.
5. Compete in 500 Free, 200 IM, & 200 Backstroke and 200 Breaststroke in a swim meet.
6. Understand 200 & 500 race strategies.
7. Complete 8 x 50 Kick on 1:10 & 8 x 50 Free on 1:00.

Silver 3: Swimmers in this group should be goal oriented. The swimmers will be introduced to IM-based aerobic training, anaerobic training, and becoming confident in all race plans. There will be a daily emphasis on advanced drills, underwater power, kicking, and main sets. This group will understand the importance of positive self talk, visualization, and mindful breathing. Prior competitive swim team experience is required.

Any 12 year old in this group must have at least (1) 13-14 year old Junior Championship cut to be considered for Silver 3.

Entrance Requirements

1. Consistently attended 4 or more practices in the previous group.
2. Complete a 300 Freestyle with side breathing, effective streamlines, and 5 underwater dolphin kicks.
3. Competed in the 500 Freestyle, 200 IM, and 200 Backstroke, Breaststroke in a swim meet.

Practices: 5x per week for 90 to 135 minutes includes water and dryland time. Dryland is 3x per week for 45 minutes. Water time varies between 90 to 120 minutes.

Attendance: Highly encouraged to attend 4+ practices per week.

Season: Silver 3 will run September through February for Short Course and April through July for Long Course.

Swim Meets: Travel meets are optional and encouraged. Local meets are expected to be attended at a minimum of 2x throughout the season. Championship meets are required. If your swimmer qualifies for Junior Championships they should also attend this meet. The end of the season meet for Short Course is the OSI Regional Championships in mid February and if qualified, the OSI Junior Championships in mid March. The end of the season meet for Long Course is the OSI Regional Championships the second week in July and if qualified, the OSI Junior Championships the third week in July.

Equipment: Kickboard, Switch Blade Fins, snorkel, hand paddles, and pull buoy.

Silver 3 goals to be considered to move up:

1. Demonstrate great practice habits - arriving early, getting in on time, being prepared with equipment/water bottle.
2. Swimmer displays sportsmanship in and off the pool deck.
3. Swimmer consistently attends 4+ practices during the winter and summer months.
4. Compete in a 400 IM, 200 Fly and/or 1650 Freestyle.
5. Increase power and fluidity on turns.
6. Complete 8 x 100 Freestyle @ 1:30, 8 x 50 Kick @ 1:00

Senior Division

Black 1: Swimmers in this group are motivated and goal oriented. The purpose of this group is to help in the transition from age group to the senior level swimming. The group will focus on technical refinement, aerobic/anaerobic training, and will be introduced to power and speed endurance. Swimmers will be introduced to strength training for their dryland time.

Entrance Requirements

1. Highschool Age or older.
2. Consistent attendance of 4+ practices from the previous group.
3. Complete a 500 Freestyle with side breathing, effective streamlines & turns, and maintain 5 underwater dolphin kicks each wall.

Practices: 6x per week for 90 to 165 minutes. Dryland is completed 3x per week for 45 minutes. Water time is 90 to 120 minutes.

Attendance: 5x per week is highly recommended.

Season: Black 1 will run September through March for Short Course and April through July for Long Course.

Swim Meets: Travel meets are optional and encouraged. Swimmers are expected to compete in a full meet weekend 2-3x per season. Championship Meets are required. The end of the season meet for Short Course is Senior Meet in early March or Centennial National Invite at the end of March (Travel - optional). If your swimmer qualifies for Sectionals, they should attend this meet instead of Centennial National Invite at the end of March. The end of the season meet for Long Course is Senior Meet at the end of July or if qualified, Sectionals in mid-July.

Equipment: Kickboard, Power Fins, snorkel, hand paddles, pull buoy, tempo trainer, and parachute (provided).

Black 1 Goals to be considered to move up:

1. Increase stroke efficiency in training and competition.
2. Increase power & strength.
3. Demonstrate leadership skills.
4. Implement race strategies in competition.
5. Complete the USA Swimming IMX Challenge.
6. Demonstrates consistent practice attendance of 5x per week & readiness at practice.
7. Complete 8 x 100 Kick on 2:00, 5 x 200 Freestyle on 2:40

Black 2: This group will focus on technique refinement and aerobic/anaerobic training, power/speed endurance, and strength training. Swimmers in this group are striving for Sectionals, Futures, and other national level meets. The swimmers are expected to have goals, be positive leaders & supportive teammates. This group is expected to attend the highest level meet they qualify for.

Entrance Requirements:

1. Sophomore in HS or older.
2. Consistent year round attendance of 80%.
3. Complete a 500 Freestyle with side breathing, effective streamlines & turns, and maintain 5 underwater dolphin kicks each wall.

Practices: 7x per week for 90 to 165 minutes. Dryland is completed 3x per week for 45 minutes. Water time is 90 to 120 minutes.

Attendance: Maintain 80% attendance every 2 weeks.

Season: Black 2 will run September through March for Short Course and April through July for Long Course.

Swim Meets: Travel meets are optional and encouraged. Swimmers are expected to compete in a full meet weekend at least 3x per season. Swimmers should compete in their highest qualified meet. The end of the season meet for Short Course is Senior Meet in early March or Centennial National Invite at the end of March (Travel - optional). If your swimmer qualifies for Sectionals, they should attend this meet instead of Centennial National Invite at the end of March. The end of the season meet for Long Course is Senior Meet at the end of July or if qualified, Sectionals in mid-July.

Equipment: Kickboard, Power Fins, snorkel, hand paddles, pull buoy, tempo trainer, and parachute (provided).

Goals of Black 2

1. Increase stroke efficiency in training and competition.
2. Increase power & strength.
3. Demonstrate effective leadership skills.
4. Implement race strategies in competition.
5. Continue with SMART goal setting and season reflections.
6. Complete the USA Swimming IMX Challenge.
7. Demonstrate great practice habits - arriving early, getting in on time, being prepared with equipment/water bottle
8. Complete 8 x 100 Kick on 2:00, 5 x 200 Freestyle on 2:30

Seasonal Option

HS Pre/Winter/Post: Swimmers in this group are looking to prepare for high school/summer club season. This group will train with the Black 1 training group. This group will develop their aerobic training and build on their technical foundation.

Entrance Requirements:

1. High School Age or older
2. Prior swim team experience

Practices: 4x per week for 90 minutes. Dryland is completed 2x per week for 45 minutes.

Attendance: 3x per week is highly encouraged.

Season: HS Pre Season will run September through October. HS Winter Season will run October - February. HS Post Season will run April through July.

Swim Meets: Intrasquad and Pentathlon (Preseason), Senior Meet (Winter), LC Meet Schedule (Post Season)

Equipment: Kickboard, Power Fins, snorkel, hand paddles, pull buoy, tempo trainer (optional)

SECTION 2

Fee Schedule/Billing Information

CINCINNATI AQUATIC CLUB FINANCIAL OBLIGATION

The CAC SEAHAWKS are a non-profit organization owned and run by a governing parent board. The coaches are a paid staff. Primary expenses of the club are coaching salaries, equipment, travel, relay costs, pool rentals, Cincinnati Functional Fitness (dryland program), and administrative expenses. Team dues as well as the hosted meets & our annual Swim-A-Thon cover these expenses.

TEAM FEE SCHEDULE

<i>GROUP</i>	<i>SEASON 42</i>	<i>Cost (Monthly Payments)</i>	<i>Months Billed ** (Monthly Payments)</i>
BLACK 2	\$ 3,800 (Sept-July Champs)	\$380	Oct - June
BLACK 1	\$ 3,600 (Sept-July Champs)	\$360	Oct - June
HS SEASON	Pre Season- \$720 (Sept-Oct)	\$360	October
	Winter - \$1,900 (Oct-Feb)	\$317	Oct - Feb
	Post Season- \$930 (April-July)	\$310	May - June
SILVER 3	\$ 3,300 (Sept-July Champs)	\$330	Oct - June
SILVER 2	\$ 3,040 (Sept-July Champs)	\$304	Oct- June
SILVER 1	\$ 2,880 (Sept-July Champs)	\$288	Oct- June
RED 2	\$ 1,640 (Sept-June Summer Classic)	\$273	Oct- February
RED 1	\$ 1,360 (Sept-June Summer Classic)	\$226	Oct- February

****First month billed for all groups during registration.**

Registration Information

Cincinnati Aquatic Club uses an annual registration structure. All members (new or returning) will register in August for the season through Team Unify.

- There will be a **\$150 non-refundable** administrative fee per swimmer. This cost will cover: (1) black silicone team cap , (3) team t-shirts, Team Snap, Speedo mesh bag (New Members Only), relay costs, & Championship Pasta Dinners.
 - Swimmers that join in the spring/summer will receive (1) black silicone team cap, (1) team t-shirt, Speedo Mesh Bag.
- Team Unify requires everyone to pay by credit card or check. Only after your registration has been approved, members can add their ACH information for future payments.
 - If there is an outstanding account balance from last season (does not include credits) this will also show up on your registration total.

Billing Information

Billing is done via Team Unify. You can log on to your Team Unify account at any time to check your account status and charges.

- Payments can be made through ACH or credit card payments.
 - For credit card payments, there is an additional fee of **2.95% plus \$0.30 per transaction.**
 - ACH, also known as electronic funds transfer, is the preferred option for payment made available by Team Unify using a national, encrypted e-commerce provider.
 - For ACH payments, there is a fee of **\$1.25 per transaction.**
 - You will receive a preliminary invoice around the 25th of each month indicating the amount that will be charged on the 1st of the following month.
 - Any fees for insufficient funds charged by Team Unify will be charged to the member.
- Each family's Team Unify account is billed monthly. There are two types of charges:
 - **Recurring charges:** are team fees (dues) and billed as indicated on the 2024-2025 Fee Schedule.
 - **Non-recurring charges :** are meet fees, travel charges for some meets, additional caps, additional spirit wear, social events, etc. Non-recurring charges will be billed as the charges are incurred.
- Group Move-ups Mid Season & Between Seasons Billing Clarification

- Changes in practice groups mid-season are made by the coaching staff (lead coach & head coach).
- If a swimmer moves up mid-season or in between seasons, the swimmer will be charged the new group price for the remainder of the new group payment plan.

Additional Fees Not Included

- USA Swimming Membership: This is an annual membership that will be completed for each individual athlete. An invitation to register will be sent by the coaching staff via email.
- Swim-A-Thon: This is the major fundraising opportunity where each swimmer is required to raise **a minimum of \$150.**
- Team suit & practice equipment
- Cost of meet entries and travel
- Personalized Silicone Caps (\$35) - this will be charged to your account at the beginning of the Fall season if you wish to order this for your swimmer(s). This is optional.
- Team Events - out-of-town team dinners and some fun events outside of the pool.

ADDITIONAL SWIMMER DISCOUNTS

- From oldest to youngest, the third and younger swimmers will receive 15% off their total dues.

SECTION 3

Team Policies

2024-2025 Installment Plan Policy

- For groups Silver 1 and above, the fees will be broken into ten (10) installments to be charged the **1st of each month** for the months of October - June. The first month will be due at registration.
- For Red 1 and Red 2, the fees will be broken into six (6) installments to be charged the **1st of each month** for the months of October - February. The first month will be due at registration.
 - Red group swimmers' charges will cover their spring/summer swimming and Red group swimmers will not be charged during April - June.
 - However, swimmers that move up from Red 2 to Silver 1 will be required to pay the Silver 1 fees in April, May, & June.

DELINQUENCY POLICY – overdue fees past 30 days will be assessed a \$30 late fee and will cause the swimmers to be removed from practices and meets until the account is in good standing.

- Special hardships that prevent prompt payment will be thoughtfully and confidentially considered. Such requests must be submitted in writing to the Treasurer and the President. Only the Board of Directors, or its appointed representative can approve a special hardship request.
- Ohio Swimming Inc., offers an Outreach Program - [click here](#) for more information.

REFUND POLICY FOR INJURY – No refunds will be made for team fees already paid for the current season, except in the case of season-ending injury (see below).

- **Non-season ending injury:** If a swimmer experiences an injury that prevents them from swimming for a period of time during the season, but the swimmer is expected to return to swimming before the end of the season, full team fees must continue to be paid.
- **Season-ending injury:** If a swimmer experiences an injury that prevents them from swimming for the rest of the season, the family can submit a written request to the lead coach and the Board of Directors Treasurer. A doctor's note should be provided with the written request. The team fees must be paid through the last month the swimmer practiced and then no additional fees will be paid for the season.

GENERAL WITHDRAWAL POLICY – Families will be able to withdraw from the program within the first 2 months of the swimmer's participation (see below). After the withdrawal

date has passed, families are responsible for the remainder of the installments. If your athlete chooses to withdraw from the program prior to the final installment, you are responsible for the total amount due.

- For groups Silver 1 and above, the latest withdrawal date is November 1st.
- For Red 1 & Red 2, the latest withdrawal date is December 1st.

GRADUATING SENIORS WITHDRAW FROM LONG COURSE – Any swimmer who is a senior in high school can opt out of the long course season (summer). The swimmer/family will need to let the lead coach know after the final meet of the SC season or before March 30th. If no communication is received by March 30th, the account will be charged for the remaining months.

COLLEGIATE SEAHAWKS – Cincinnati Aquatic Club welcomes back all Alumni to return to CAC after graduation during their breaks from college.

- They will be in charge of purchasing their USA Swimming Membership.
- They will be in charge of paying non-recurring charges (meet entry fees, team events, etc).
- They will be able to practice with CAC when home for fall/winter breaks for free.
- During the summer months, Alumni will be charged a one-time \$300 fee for the summer months (May, June, & July).

SECTION 4

Volunteering

Requirement - All families are required to contribute to CAC through volunteering and/or food donations at swim meets and/or team events. At a high level, the requirement is for all swim families to share the load making the club successful for the swimmers. In a change from past years, season 42 will initiate a points system.

Contribution Opportunities - There are several opportunities to support CAC with your time or contribution.

- Officiate at a hosted meet
- Volunteer at a hosted meet (i.e., timer, head timer, marshall, hospitality, concessions)
- Food donations to a hosted meet (i.e., for hospitality or concessions)
- Volunteer at a non-hosted meet (i.e., timer)
- Volunteer for a team event (i.e., setup, cleanup, etc)

While the final details will be communicated with registration, these are the ideas:

- Efforts at out-of-town meets (including Miami) will be worth more points than in-town.
- A mixture of volunteering on deck and donating food items is the most-likely scenario to meet points requirements.
- Note that if your swimmer is at the CAC Summer Classic, you are required to volunteer on deck even if your points requirement is already met. All-hands-on-deck is needed to make our largest meet a success.

SECTION 5

Seahawk Boosters, Inc.

SEAHAWKS BOOSTERS, Inc. – The Seahawk Boosters, Inc. is a volunteer organization with the primary purpose of raising funds to support the Cincinnati Aquatic Club. The raised funds are dedicated to enhancing the development and spirit of CAC swimmers.

Donating to the Seahawk Boosters is voluntary and encouraged.

Examples of Seahawk Boosters activities include:

- training equipment (video cameras and display devices)
- home meet hospitality and concessions
- logistics of group travel
- subsidize team outings
- running Swimathon

More information is available from the CAC website by clicking the “Boosters” on the top ribbon.

SECTION 6

Minor - Athlete Abuse Prevention Policy

(See separate attachment)

Cincinnati Aquatic Club Plan to Prevent Bullying

CINCINNATI AQUATIC CLUB

ACTION PLAN TO ADDRESS BULLYING

Action Plan of the Cincinnati Aquatic Club to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at *Cincinnati Aquatic Club* "CAC" 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 CAC 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 Cincinnati Aquatic Club takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

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

Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission) , or a physical act or gesture , or any combination thereof, directed at any other member or Participating Non-Member that to a reasonably objective person has the effect of causing physical or emotional harm to the other member or damage to the other member's property;

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

REPORTING PROCEDURE

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

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

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

HOW WE HANDLE BULLYING

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

1. Intervene immediately. It is 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:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.

- Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

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

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don’t work or have negative consequences:
 - i. Zero tolerance or “three strikes, you’re out” strategies don’t work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and

address bullying if suspension or getting kicked off the team is the consequence.

- ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or club board member;
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- d. Set a good example by not bullying others.
- e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

SWIMMER CODE OF CONDUCT

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior.

- Respect and show courtesy to teammates and coaches at all times.
- Demonstrate good sportsmanship at all practices and meets.
- Set a good example of behavior and work ethic for younger teammates.
- Be respectful of teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- Attend team meetings and training sessions, unless excused by a coach.
- Show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- Refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If there is a disagreement about an official's call, you will talk with a coach and not approach the official directly.
- Obey all of USA Swimming's rules and codes of conduct.

Understand that if you violate this code of conduct, you will be subject to disciplinary action determined by your coach, or the head coach.

PARENT AND FAMILY CODE OF CONDUCT

The purpose of a code of conduct for parents and families is to establish consistent expectations for behavior by parents. As a parent/guardian, it is important to understand the growth and developmental support that your child's participation fosters. It is also important to understand that it is essential to provide the coaching staff with respect and the authority to coach the team.

- Set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- Get involved by volunteering, observing practices, cheering at meets, and talking to the children and their coach about their progress.
- Refrain from coaching your child from the stands during practices or meets.
- Understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- Respect the integrity of the officials.

Direct concerns first to the Lead Coach then, if needed, to the Head Coach.

The SEAHAWK Swim Program is fortunate to have experienced, professional coaches working to develop our children into better swimmers and more importantly, disciplined people. As parents, it is absolutely essential that we give our coaching staff the respect and authority they deserve to run our swim team. Our coaches are hired for that purpose.

THE CAC SEAHAWKS highly encourages the following parental behavior:

- Open communication between parents, swimmers, and coaches emphasizing goal-setting and focusing on performance expectations for swimmer and parents.
- Meet with the coaches/swimmers/parents during normal operating hours.
- Positive reinforcement of all swimmers in all situations - team spirit, team loyalty.
- Parental involvement in organizing and running of meets and other team events.

THE CAC SEAHAWKS will not tolerate the following parental behavior:

- Coaching your children at practice or during meets - that is the coach's job.
- Interrupting or confronting the coaching staff on the pool deck at practices or meets.
- Abusive language towards coaches, swimmers (even your own), parents, or officials.
- Behavior that brings discredit or disruption to our swimmers and our organization.

Always remember that Coaches coach, Swimmers swim, and Parents parent.

SWIMMER CODE OF CONDUCT - APPENDIX A

Please sign and date this portion in agreement with the above rules and conduct guidelines.

I, _____, promise that I will follow the Rules and Code of Conduct as outlined above to represent Cincinnati Aquatic Club and USA Swimming.

As a member of Cincinnati Aquatic Club, I am responsible for myself and my actions and will act in accordance to the specifications of rules, conduct and behavior when I am participating in organized events (including but not limited to practice, swim meets, travel meets, organized events and team outings). I will remember that I am a member of the Cincinnati Aquatic Club (CAC) and represent CAC when I am participating in these types of swimming events and when I wear SEAHAWK apparel. While I am representing the CAC, I will use common sense and good behavior to not disrespect myself, my peers, my coaches, my chaperones or any other affiliates of Cincinnati Aquatic Club, or USA Swimming.

(Swimmer Signature)

(Date)

(Parent Signature if swimmer is under 18 years of age)

(Date)

PARENT CODE OF CONDUCT = APPENDIX B

Name of swimmer(s):

I, _____ promise that I will follow the Rules and Code of Conduct as outlined above to represent Cincinnati Aquatic Club. As a member of Cincinnati Aquatic Club (CAC), I am responsible for myself and my actions and will act in accordance to the specifications of rules, conduct and behavior when I am participating in organized events (including but not limited to practice, swim meets, travel meets, organized events and team outings). I will remember that I am a member of CAC, and represent the team when I am participating in these types of swimming events and when I wear SEAHAWK apparel. While I am representing the Cincinnati Aquatic Club, I will use common sense and good behavior to not disrespect myself, my peers, my coaches, my child (ren) or any other affiliates of the CAC and/or USA Swimming.

(Signature of Parent or Guardian)

(Date)

TERMS AND CONDITIONS FOR PARTICIPATION - APPENDIX C

The yearly program registration fee and USA Swimming registration fee are not refundable and must be paid prior to the swimmer entering the water.

1. Team dues must be paid in one lump sum at registration or with the installment plan. The monthly payments will be automatically billed on the first of the month. For the installment plan, a payment method must be on file. The Team Unify site charges a rate of 2.95% plus \$0.30 per transaction for credit card payments and \$1.25 per transaction for ACH payments.
2. Each parent is responsible for reading and understanding the contents of the "Cincinnati Aquatic Club Parent Handbook."
3. Each family is responsible for contributing to meets and/or team events to earn at least the minimum amount of required points.
4. Entry fees for meets are not included in the team fees. Families will be responsible for paying these fees when they are charged to your account. Parents/Guardians - If I commit my swimmer(s) to a swim meet that my swimmer does not attend, I will be billed for the cost of the meet entry fees paid by the program for my swimmer(s).
5. I understand that if my swimmer decides to stop swimming after the withdrawal date, I am responsible for the remaining balance owed to Cincinnati Aquatic Club.
6. Swim-A-Thon is the annual fundraising event and each swimmer is required to raise a minimum of \$150. If my swimmer(s) does/do not raise at least the minimum amount, my account will be billed the amount remaining.

Signature: _____

Date: _____