

MENDOCINO COAST SEA DRAGONS SWIM TEAM HANDBOOK

2019-2020



Introduction

Welcome to the Mendocino Coast Sea Dragons!

This handbook will provide members with a brief overview of the MCSD swim team and its goals, policies and expectations. All MCSD members are responsible to know the guidelines in this handbook.

Who We Are:

The Mendocino Coast Sea Dragons swim team is a year round swimming club that supports swimmers of all ages and abilities in achieving their swimming goals. The MCSD coaching staff provides professional and high-quality coaching and technique instruction that focuses on swimming fundamentals. Ultimately the goal of MCSD is to inspire a life-long love of swimming for all of our swimmers, from novice to elite.

MCSD provides a safe and fun environment for swimmers to push themselves physically and mentally. Swimmers learn the importance of dedication, hard work, commitment, goal-setting, and sportsmanship while having fun in the pool with friends. Coaches recognize, support and celebrate each swimmer's individual needs, goals and achievements.

We are a 501c non-profit club, run by its elected Board of Directors. The BOD meets each month. We encourage and welcome members to attend BOD meetings and to be involved in team activities and fundraisers. MCSD is a member of USA Swimming and Pacific Swimming.

MCSD Coaches

All of our coaches are certified by USA Swimming. Our coaches stay current with stroke development, technique and training, and they bring their expertise and enthusiasm to the pool everyday. Our coaches' main goal is to help athletes become the best swimmers they can be. Whether an athlete wants to swim in college or simply learn to swim better, our coaches work with athletes and families to set goals and training plans for each individual.

The MCSD coaching staff works hard to provide all of our swimmers with fun experiences that focus on the swimming fundamentals. Our coaches challenge young people to push their limits and achieve their competitive goals within a positive team atmosphere, with the overall goal of creating a life-long love for swimming.

If you have questions that are related to your swimmer, practices and workouts, meets, goal setting and other swimming related needs, please contact your coach.

Parent/Guardian Roles

The main responsibility of parents is to encourage, praise, and support your swimmers. Positive feedback has been shown to be the most effective way to help athletes improve, so your loving support post-race or post-practice is an important part of your athlete's growth as a swimmer. Please also support your swimmers by getting them to practice and to meets on time. Parents are an integral part of our team's atmosphere and environment, so it is crucial that parents model positive and respectful communication, behavior and sportsmanship at all team practices, meets, and events. Parents need to sign and acknowledge the MCSD Parent Code of Conduct form. Additionally it is expected that parents volunteer at meets by either timing or officiating.

Training Groups

Each training group is based on a set of skills, and swimmers must achieve the minimum skills of the next training group and have a coach recommendation to move into the next group. In order to progress it is important to attend practices consistently!

Beginning Stroke Clinics

These clinics are our pre-swim team program and they are designed for beginning swimmers. These clinics are offered once or twice per season and they provide specific stroke instruction in a small group setting and assess swimmers to see if they are ready for Green Group, our novice group. Minimum age is 5 years old.

Green Group

Green Group is the beginning of our competitive program. Swimmers in Green Group may begin to compete in meets with coach recommendation. Swimmers work on developing all four strokes, learn proper turns, transitions, and starts. Emphasis is on proper body position and stroke technique. Green Group swimmers will be developing their breaststroke and butterfly as well as refining their freestyle and backstroke. Green Group swimmers will be learning freestyle and backstroke flip turns, open turns and transition as well as starts. Recommended minimum practices per week: 3.

Minimum Green Group Requirements

- Able to scull (vertical and horizontal sculls)
- Kick 50 yards of proper flutter kick w/o stopping (front and back)
- Swim 50 yards of proper backstroke without stopping.
- Swim 50 yards freestyle with side breathing stopping (body/head position, side breathing)
- Able to push off from the wall and hold streamline.
- Able to dive off of the pool edge—head-first entry.
- Able to do a somersault underwater.
- Able to circle swim in a lane
- Coach recommendation

Blue Group

Blue Group is the foundational level of our competitive program. Swimmers in Blue Group are preparing for competition in meets, and want to be competitive swimmers. Blue Group swimmers are preparing to move on to Pre-Senior and Senior groups and are generally divided into two groups: those just starting blue and those who are getting ready to transition to Pre-Senior. Blue Group is for swimmers who can swim all four strokes, but still need some basic stroke refinement. Technique and body position remains at the heart of practices, and swimmers get introduced to more conditioning. In addition to stroke work Blue Group swimmers will be working on fast and efficient flip turns, open turns (including IM transitions), breaststroke pull-outs, use of the pace clock, and freestyle distance pacing. Recommended minimum practices per week: 3-4.

Minimum Blue Group Requirements:

- Easily and consistently do *all* Green group requirements
- *Consistently* hold streamline off of each wall/turn
- Proper breaststroke
- Breaststroke pull-out
- Able to do a forward race start from blocks (race start certified)
- Able to do a backstroke start w/ streamline
- Kick 100 yards proper flutter kick w/o stopping (both on back and front)
- Freestyle flip-turn
- Backstroke flip turn
- 200 yards freestyle w/o stopping
- 100 yards backstroke w/o stopping
- 100 yards of proper breaststroke w/o stopping
- 50 yards proper butterfly w/o stopping
- At least 8 years old

- Coach recommendation

Pre-Senior Group

Pre-Senior Group builds on Blue Group skills and begins to focus more on conditioning along side technique work. Pre-Senior swimmers should be swimmers who have committed to competition, and want to work hard in practice to improve their technique, speed and strength. In order to be in Pre-Senior Group, swimmers must be able to comfortably and consistently execute **all** Blue requirements and have a coach recommendation. Recommended minimum practices per week: 4.

Minimum Pre-Senior Requirements

- Minimum age: 11 years old
- Comfortably complete all Blue requirements
- Use the pace clock independently
- Complete 400 yards of Freestyle in 6:15 or less
- Able to complete 4 x 50 of each stroke with proper technique
- Competently execute all turns and transitions—including IM transitions
- Successfully completed a 500 Freestyle, 200IM and/or 100 Fly in a meet
- Can successfully complete 5X100 Freestyle @1:40
- Can successfully complete 5X100 IM @2:00
- 200 flutter kick time trial under 5:00
- Attend practice 4-5 days a week (when not doing another sport)
- Ability to do “on your own” sets w/ integrity and focus
- Coach recommendation

Senior/High School Group

The Senior Group athletes are our 13 and over swimmers who are training for and attending Senior level meets. The High School group is for high school-age swimmers who either want to train for the high school season or are year around swimmers. They generally train with or along-side Pre-Senior/Senior group depending on their experience and skill level. The purpose of this group is to give high school-age swimmers a training group that is skill and age appropriate.

Minimum Senior Requirements:

Easily complete all Pre-Senior requirements, qualify for Senior meets, coach recommendation.

Swim Meets

We are a competitive swim team and as such, swimmers in our competitive groups (Green-Senior) are expected to attend the appropriate meets. Our geographically isolated location makes traveling to meets a challenge, but there are several meets a year in our relatively local area, and at a minimum, swimmers should attend these meets.

- Meets are for our competitive practice groups only (Green, Blue, Pre-Senior and Senior) unless otherwise noted. Green group swimmers should check with their coach to see if they are ready.
- Check-in with your coach about which meets and events to swim.
- Sign-up on <http://ome.swimconnection.com/meets> and sign-up as early as you can because meets fill up before the entry deadline. ***All families are responsible to sign themselves up for meets (except for qualifying meets where the head coach must sign-up swimmers).*** If you need help learning how to sign your swimmers up for meets our coaches and parent volunteers at the team desk will be happy to assist you.
- Please only sign-up for meets you truly plan to attend. Each team has volunteer responsibilities at meets that are based on the number of entries into the meet. The

number of timers we need to provide as well as the number of officials we are required to provide is based on the meet sign-ups. If you do not attend a meet that you signed up for, this places an extra burden on the families who are attending the meet. Of course if your swimmer gets sick or something else makes it impossible for your swimmer to attend the meet, we understand, but please let the coaching staff know if you are not going to attend the meet.

- Swimmers should swim the maximum number of events each day, as long as the swimmer is capable of swimming those events (e.g., if the swimmer has just learned butterfly she should not sign-up for the 200 fly if it is offered). If you are unsure, ask your coach.
- Long course meets happen during long-course season March-Aug and are only for Blue and above groups. Meets are held in 50 meter pools.
- Qualifying meets are only for those swimmers who have the requisite qualifying times.
- Open water events are only for swimmers who have swum at least one 500 or longer event in a meet, and swimmers need to have a coach recommendation.
- Parents should plan on timing and/or officiating at meets.
- Show up and check-in at 7:45, and be ready to get in the pool at 8:00 unless otherwise noted.

What to Bring to Meets

Most meets are outdoor meets, which means families and swimmers need to be prepared for cold and rainy weather from fall through spring, and hot weather in the summer. Always bring warm clothing/parka for swimmers even in the summer, as mornings can be cool. Please show team spirit by wearing team attire/colors.

Families should bring:

- chairs
- blanket
- healthy snacks
- water
- sunscreen
- shade tent/canopy.

We do have team tents for shelter and shade, and swimmers have priority for team tent space. If you are bringing a large family/spectator group to the meet, please consider bringing your own tent.

Swimmers need to bring:

- team cap* (*team caps are required for meets*)
- suit(s) *
- goggles*
- swim parka/warm jacket
- waterbottle
- 2 or more towels
- flip flops and/or warm boots.
- *bring an extra cap, suit and goggles

- Arrive to the pool by 7:45 and find your coach and team tent/area.
- Before warm-ups swimmers need to go to the check-in table at the clerk of the course and check-in to the meet. If swimmers do not sign-in they will not be able to swim.
- Swimmers need to check-in with their coach and be ready to warm-up at 8:00 AM.
- During the meet swimmers need to check-in with their coach before and after their events.

Practices:

Swimmers should be on the pool deck on time and ready to swim or workout when practice begins. This means wearing the appropriate attire for practice: cap, goggles and suit for swim practice, and workout clothes and athletic shoes for dry-land training. Our practices build on the skills and activities from previous practices and the more practices swimmers attend, the faster they will progress. Additionally, the entire progression of each practice is important, and each segment has a purpose, so be ready to participate from the warm-up until warm-down.

At practice all swimmers need to have the following equipment:

Practice/training suit (chlorine resistant, and close fitting)

Cap

Goggles

Water bottle

Towel

Blue-Above groups need to also have:

Snorkel

Optional: paddles and fins (if you always want your size, bring your own!)

Shoes for dry-land days (13 and over swimmers)

Swim Suits Explained

Practice Suits

Swimmers need to have proper practice/training suits. These suits should be designed for swim training/competition and be close fitting, comfortable and durable. For male athletes they should be either briefs (“speedos”) or jammers. Female athletes should use a standard training suit.

Racing Suits

For most meets athletes should wear a tight and/or new training suit to compete. Having a special training suit that you save to race in is a good idea. Females generally should use standard suits and males should use briefs or jammers. Once again race suits should be tight—loose or baggy suits cause more drag and slow you down! Jammers/long suits must be above the knees. For championship meets some older swimmers use tech suits (see below).

What are Tech Suits?

Tech suits are the suits you see athletes wearing at the Olympics or at championship meets and are **only** used for racing. Tech suits are designed with specialized materials to support muscles, help with alignment and reduce drag. They are very expensive and **no swimmers under 12 should be wearing a tech suit**. Only consider buying a tech suit if you are 12 or older and qualifying for championship meets (JOs or above). Please talk to your coach before making the investment in a tech suit.



standard women's



men's brief



men's jammer



women's tech

MCSD SWIM TEAM CODE OF CONDUCT: ATHLETES

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

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate basic swim courtesy by:
 - waiting until practice/wm-ups begins to get in the water
 - not swimming over others
 - if I need to pass I will tap the persons feet in front, and if I am the slower swimmer I will move over.
 - leaving the wall 5 sec after the swimmer in front unless otherwise directed
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit discriminatory behavior (sexist, racist, homophobic etc...), or otherwise inappropriate behavior will face disciplinary action.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's rules and codes of conduct (article 304).

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and MCSD's board of directors.

Swimmer's signature

Date

Parent's signature

Date

MCSO Disciplinary and Corrective Action Steps

The coaching staff uses this guideline to correct behaviors and discipline swimmers.

Level One Infractions

Level One actions are small actions that break team behavior norms, such as: talking while receiving instructions by the coach, name calling, distracting teammates during a set, not following instructions, "horseplay" in the locker room or other facility areas, or showing up late.

Actions Taken: Coaches will remind swimmers of the expectations and reteach that expectation if necessary. If the behavior continues the swimmer may be asked to sit out for the activity or for the rest of practice.

Level Two Infractions

These actions might involve safety issues, or could be chronic and repeated Level One actions.

Actions Taken:

Depending on the seriousness of the behavior, swimmers will be reminded of the expectations and/or may be removed from the activity/practice for the day. The coach of the swimmer will fill out an incident report and the coach involved and/or the Head Coach will talk with the parents to discuss further strategies for success and disciplinary actions. These could include a probationary period, loss of particular privileges (e.g., locker room use) and/or suspension or removal from the team.

Level Three Infractions are serious actions that are illegal, dangerous, and/or cause harm to others and/or property. These actions are cause for immediate suspension or removal from the activity and/or team. An incident report will be filed and there will be a meeting with the parents to discuss length of probation/suspension period or permanent removal. The BOD will also be notified and make the final decision in the case of permanent removal.

MCSD SWIM TEAM CODE OF CONDUCT: PARENTS

The purpose of a code of conduct for parents is to establish consistent expectations for parent behavior.

By registering my child I have agreed to follow the MCSD code of conduct. As a parent/guardian, I understand it is my role to promote a positive, caring and supportive environment. I also understand that it is essential to provide the coaching staff with the respect and authority to coach the team.

I agree with the following statements:

- ☐ I will set an excellent example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- ☐ I will be involved and supportive by transporting my child to practices meets and team events, volunteering, observing practices, and cheering at meets.
- ☐ I will refrain from coaching my child from the stands or deck during practices or meets.
- ☐ I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- ☐ I will respect the integrity of the officials.
- ☐ I have read the MCSD Team Handbook.
- ☐ I will direct my questions or concerns first to my child's coach, and then, if needed, to the head coach.
- ☐ When representing MCSD or participating in MCSD events or activities, I will follow the USA swimming code of conduct (article 304, see usaswimming.org).

I understand the above expectations and that my failure to adhere to them may result in disciplinary action including being banned from team activities, practices or meets.

Signature(s)

Date

MCS D Team Code of Conduct: Coach

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

Coaches will:

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

ARTICLE 304

2017 USA SWIMMING CODE OF CONDUCT

304.1 The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

304.2 Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

304.3 The following shall be considered violations of the USA Swimming Code of Conduct:

.1 Violation of the right to compete provisions set forth in Article 301.

.2 Violation of the anti-doping provisions set forth in 303.3.

.3 Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.

.4 Violation of any of the Athlete Protection Policies set forth in Article 305.

.5 Violation of any of the Sexual Misconduct Reporting Requirements set forth in Article 306 or the Prohibitions Against Retaliation for Good Faith Reporting of Abuse set forth in Article 307.

.6 Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, (iii) any crime involving sexual misconduct, or (iv) any criminal offense against a minor.

.7 A Any inappropriate sexual conduct or advance, or other inappropriate oral, written, visual, or physical conduct of a sexual nature at any time, past or present, directed towards an athlete or any person under the age of eighteen (18) by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the activities of USA Swimming (whether such adult is a member or not).

B Any act of sexual harassment, including without limitation unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, visual, or physical conduct of a sexual nature in connection with or incidental to a USA Swimming-related activity by any person participating in the affairs or activities of USA Swimming (whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of USA Swimming.

C A romantic or sexual relationship, even if it is a consensual relationship between adults, which began during the swimming relationship, between athletes and those individuals

(i) having direct supervisory or evaluative control, or (ii) who are in a position of power and trust over the athlete. Except in circumstances where no imbalance of power exists, coaches have this direct supervisory or evaluative control and are in a position of power and trust over those athletes they coach. The prohibition on romantic or sexual relationships does not include those relationships where it can be demonstrated that there is no imbalance of power. For example, this prohibition does not apply to a relationship between two spouses or life partners which existed prior to the swimming relationship. For factors that may be relevant to determining whether an imbalance of power exists, consult the USOC's Safe Sport Policies at www.teamusa.org/Footer/Legal/Governance-Documents.

D Any peer-to-peer sexual abuse. For the purposes of the Code of Conduct, the term “peer-to-peer sexual abuse” shall mean any unwelcome physical conduct of a sexual nature directed towards a minor athlete by another minor athlete.

.8 The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.

.9 The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over, that athlete.

.10 The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.

.11 The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.

.12 Abuse

A Physical abuse of an athlete by any person who, in the context of swimming, is in a position of authority over that athlete. “Physical abuse” is defined as a non-accidental injury and/or an injury primarily caused by the gross negligence on the part of the person in a position of authority over the athlete.

B Bullying of an athlete by a coach member or other non-athlete member who is in a position of authority over that athlete.

.13 Bullying of a member or Participating Non-Member of USA Swimming by a non-athlete member.

Allegations of Bullying of an athlete member by a coach member shall be investigated under 304.3.12.

Bullying of an athlete member of USA Swimming by another athlete member shall not be considered a Code of Conduct violation, except in the most egregious and flagrant situation, but is nevertheless a serious matter to be handled by the applicable club(s) pursuant to its anti-bullying plan required under 305.6.

.14 For any USA Swimming member club or coach to knowingly:

A allow any person who has been placed on the USA Swimming list of “Individuals Permanently Suspended or Ineligible” to coach or instruct any of its athlete members,

B aid or abet coaching or instruction of athletes by any person who has been placed on the USA Swimming list of “Individuals Permanently Suspended or Ineligible,” or

Suspended or Ineligible” to have an ownership interest in such USA Swimming club or its related entities.

.15 Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.

.16 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.

.17 Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:

A Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming, or

B Placed in or on any item that is sold. In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

.18 Violation of any team misconduct rule as established by the USOC, USA Swimming, any Zone or LSC team authority.

.19 Any other material and intentional act, conduct or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, a LSC or the sport of swimming.

Team Travel Policy for Mendocino Coast Sea Dragons (MCSD-PC)

Team Travel is defined as overnight travel to a swim meet or other team activity, which is planned and supervised by MCSD or Pacific Swimming or USA Swimming. These travel events include meets such as All Stars, Sectionals, and any other special events/meets where the athletes travel as a team supervised by team coaches and chaperones. Given our geographic isolation, most of our meets are meets where swimmers and their families need to travel; however, these meets are not “Team Travel” meets as swimmers and their families are responsible for their own travel, schedules, etc...

Team Travel Policy 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.

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.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. 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)
- d. 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

- a. 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.
- b. 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.
- c. 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).
- d. 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.
- e. 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).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.

- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. 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.
- k. The directions & decisions of coaches/chaperones are final.
- l. 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/knowledge of the coach or chaperone.
- m. 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.
- n. 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 MCSD Policies

Safety

- a. Additional guidelines may be established as needed by the coaches;
- b. Respect the privacy of each other
- c. Only use hotel rooms with interior entrances; and

Behavior

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Respect travel vehicles;
- d. Use appropriate behavior in public facilities;
- e. Follow established curfews;
- f. Must stay in assigned hotel room
- g. Abide by MCSD and USA swimming codes of conduct



CONCUSSION INFORMATION SHEET

Dear Parent/Guardian and Athletes,

This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete return to normal activities slowly, so he/she does not do more damage to his/her brain.

What is a Concussion?

A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe.

Signs and Symptoms of a Concussion

Athletes do not have to be “knocked out” to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child’s health at risk!

Signs Observed by Coaches, Officials, Parents or Guardians

- ☐ Appears dazed, stunned or confused
- ☐ Unsure about event, location of name of meet
- ☐ Moves clumsily
- ☐ Answers questions slowly
- ☐ Loses consciousness (even briefly)
- ☐ Shows behavior or personality changes – irritability, sadness, nervousness, emotional
- ☐ Can’t recall events before or after incident

Symptoms Reported by Athlete

- ☐ Any headache or “pressure” in head - how badly it hurts does not matter
- ☐ Nausea or vomiting
- ☐ Balance problems or dizziness
- ☐ Double or blurry vision
- ☐ Sensitivity to light and/or noise
- ☐ Feeling sluggish, hazy, foggy or groggy
- ☐ Concentration or memory problems
- ☐ Confusion
- ☐ Does not “feel right”
- ☐ Trouble falling asleep
- ☐ Sleeping more or less than usual

Be Honest

Encourage your athlete to be honest with you, his/her coach and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before they are ready. It is better to miss practice or meets than the entire season... or risk permanent damage!

Seek Medical Attention Right Away

Seeking medical attention on the day of the event is an important first step if you suspect or are told your swimmer has a concussion. A qualified health care professional will be able to determine how serious the concussion is and when it is safe for your child to return to sports and other daily activities:

- ☐ No athlete should return to activity on the same day he/she gets a concussion
- ☐ No athlete may return to training, regardless of sport, until he/she is cleared by a health care professional with a note specifying clearance. Athletes should NEVER return to the pool if they still have ANY symptoms..... in case an athlete returns with a note and then during the practice complains of a headache or other symptoms
- ☐ Parents and coaches should never pressure any athlete to return to play

The Dangers of Returning Too Soon

Returning to the pool too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The risk of SIS and PCS is the reason why no athlete should be allowed to participate in any physical activity before they are cleared by a qualified health care professional.

Recovery

A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete's injury and their roles in helping the child recover. During the recovery time after a concussion, physical and mental rest is required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children's brains take several weeks to heal following a concussion.

Returning to Daily Activities

1. Be sure your child gets plenty of rest and enough sleep at night – no late nights. Keep the same bedtime weekdays and weekends.
2. Encourage daytime naps or rest breaks when your child feels tired or worn-out.
3. Limit your child's activities that require a lot of thinking or concentration (including social activities, homework, video games, texting, computer, driving, job-related activities, movies, parties). These activities can slow the brain's recovery.
4. Limit your child's physical activity, especially those activities where another injury or blow to the head may occur.
5. Have your qualified health care professional check your child's symptoms at different times to help guide recovery.

Returning to School

1. Your athlete may need to initially return to school on a limited basis, for example for only half-days, at first. This should be done under the supervision of a qualified health care professional.
2. Inform teacher(s), school counselor or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:
 - a. Increased problems paying attention.
 - b. Increased problems remembering or learning new information.
 - c. Longer time needed to complete tasks or assignments.
 - d. Greater irritability and decreased ability to cope with stress.
 - e. Symptoms worsen (headache, tiredness) when doing schoolwork.
3. Be sure your child takes multiple breaks during study time and watch for worsening of symptoms.
4. If your child is still having concussion symptoms, he/she may need extra help with school-related activities. As the symptoms decrease during recovery, the extra help can be removed gradually.

Returning to the Pool

1. Returning to the pool is specific for each person. As an example, California law requires written permission from a health care provider before an athlete can return to play. Follow instructions and guidance provided by a health care professional. It is important that you, your child and your child's coach follow these instructions carefully.
2. Your child should NEVER be on deck, practice, or participate in competition if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).
3. Be sure that the athletic trainer, coach and physical education teacher are aware of your child's injury and symptoms.
4. Your athlete should complete a step-by-step exercise-based progression, under the direction of a qualified healthcare professional.

Resources:

Insurance - USA Swimming provides an excess accident medical insurance policy through Mutual of Omaha for USA Swimming members while participating or volunteering in a USA Swimming sponsored or sanctioned event. Details of the insurance coverage are on the USA Swimming website under Insurance and Risk Management.

Centers for Disease Control and Prevention - www.cdc.gov/Concussion

Zurich Concussion Conference (2012) - Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012.
<http://bjsm.bmj.com/content/47/5/250.full>

ODH Violence and Injury Prevention Program - www.healthyohiprogram.org/concussion

National Federation of State High School Associations - www.nfhs.org – Index concussions and see “A parent's guide to concussion in sports”.

