

PEDDIE

SWIMMING

PEDDIE AQUATIC ASSOCIATION

Team Handbook

2025-2026

(Updated August 2024)

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WELCOME TO PEDDIE AQUATIC ASSOCIATION

Congratulations on being an integral part of the Peddie Aquatic Association! We hope that your child's experience here is rewarding, challenging, and transformative. At Peddie Aquatics, we strive to teach excellence in life through swimming. Our coaching staff will mentor your child in a caring and positive environment. As our swimmers grow and achieve together, they will also build great friendships with their teammates.

Competitive swimming provides an opportunity for children to learn the value of hard work, goal setting, responsibility, and how to handle both success and failure. We believe every meet, event, practice, set and repeat is an opportunity and challenge in which to better oneself. Our coaches view themselves as educators who teach swimmers the skills needed to succeed at the top level of the sport and life. Our swimmers are certain to learn life lessons that they will use throughout their lives – long after their career in competitive swimming ends.

The PAA coaches realize that they have a responsibility and opportunity to impact the lives of your children on a daily basis. You will find that they care a great deal about their swimmers and will help them to improve and grow as an athlete whenever possible. They are fully committed to providing the best possible instruction to all of our athletes.

If you are new to competitive year-round swimming, you will most certainly have questions. We hope this handbook will provide you with the information you need, and if it cannot please feel free to contact a member of the staff if you have additional questions.

Welcome to our team!

Regards,

Emmett Walling

Director of Aquatics

Director of Competitive Swimming

The Peddie School | Peddie Aquatic Association

155 Etra Rd.

Hightstown, NJ 08520

(o) 609.944.7674

MISSION STATEMENT

The Peddie Aquatic Association is a program designed to teach, train, and motivate age group swimmers to excel in the sport of competitive swimming. The coaches of PAA work to empower each swimmer to achieve their potential within the sport. It is the philosophy of the Peddie Aquatic Association that each swimmer's experience be positive and supportive in order to maximize performance.

The Peddie Aquatic Association is committed to providing a safe environment with exceptional instruction for all athletes and encourages swimmers to reach for their dreams.

TRAINING GROUP POLICIES

Training groups at the Peddie Aquatic Association have been designed to allow athletes to grow in their commitment to the sport as they mature through the program. At PAA we believe swimmers develop through consistent practice and attendance, which is the key to success. We require a certain attendance percentage at each training level in order to be eligible to swim in championship meets at the end of the season. Athletes who fail to make the attendance percentage due to unexcused absences will not be entered in the final meet of the season. Only group head coaches can excuse an absence.

An athlete is placed into a group for specific developmental reasons and switching groups will be at the discretion of the lead coach, and director of competitive swimming on a case by case basis. Swimmers who cannot make their practice group may not swim with another group as a “make-up” session.

PAA Practice Times

Practice times for each group may change a few times per year. Up to date practice schedules can be found at www.peddieswimming.org

Group Move Ups

All group moves will occur during the summer club break so all swimmers will be placed in their groups by September 1. Move ups will be driven by a swimmer's birthday, but will also be determined by the coaching staff based on numerous factors including but not limited to performance, attitude, attendance, etc.

Non-Participation and Tryouts

If a swimmer is unable to participate in practices or meets for two weeks or more due to injury or illness the family will need to provide us with a doctor's note and we can suspend their account until the specific agreed upon return date.

Swimmers who no longer wish to participate as part of the Peddie Aquatic Association will need to send their termination request to their lead coach and program director in writing, then the account may be deactivated and no longer charged.

Swimmers who are currently on the team and in good standing will not be required to try out each season, only swimmers who are new to PAA, have not been swimming for more than 30 days, or have left the team and wish to return will be required to try out.

Freeze & Refund Policy

All participants are expected to commit to the full 11-month season. All families will be billed monthly for all 11 months, regardless of their swimmer's attendance. Exceptions to this policy will be made for swimmers in the AG-1 and Falcon Groups who participate in summer swim teams, as well as for unforeseen life events or medical reasons, pending approval by the Director of Competitive Swimming.

We take pride in providing a competitive USA Swim team experience, which requires a full commitment from our athletes and their families.

Medical Exceptions

A swimmer may take a leave of absence from Peddie provided a doctor or physical therapist recommends and excuses the swimmer with a written note. A doctor's note or communication from a physical therapist will be required before a swimmer is allowed to return to physical activity. All medical exceptions must be communicated to the individual group head coach as well as the Senior Program or Junior Program Director. If you have missed practice and seen a doctor a note from that doctor will be required in order to return to practices or meets.

TRAINING GROUPS *

Group placement (excluding Senior Performance) is primarily determined by your age as of December 15, 2024. However, other variables are considered ie. an individual's current technical skills, developmental needs, and past competitive experiences. Therefore, age ranges for a swimmer's placements may vary. All placements are at the coaches' discretion, prioritizing the best interests of both the athlete and the team.

***See team equipment page for requirements for each group

Falcons: Age 8 and Under

Water Training: 1 hour, 3 sessions per week

Dryland: 30 min, 1 session per week

Daily yardage: 1000-2000 yards

Attendance requirement: Swimmers are required to maintain 50% attendance to remain eligible for the group

Goals: 4 legal strokes, Streamlining, Kicking, Starts, Turns, Following directions enjoyment of the sport

Age Group 1: Ages 8 - 11

Water Training: 1:30, 4 sessions per week

Dryland: 45 min, 2 session per week

Daily yardage: 1500-3500 yards

Attendance requirement: Swimmers are required to maintain 65% attendance to remain eligible for the group.

Goals: The event focus is on 100/200 Free and 100/200 IM, aerobic development and conditioning, introduction to training sets, technique, clock skills, kicking, starts, and turns.

Age Group 2, Ages 10 - 14

Water Training: 5 sessions 1:30-2hrs

Dryland: 45 min, 3 sessions per week

Daily yardage: 3500-6000 yards

Attendance requirement: Swimmers are required to maintain 85% attendance to remain eligible for the group.

Goals: The event focus is on introducing 200/500 Free and 200/400 IM, NJ Gold and Silver Championships, Eastern Age Group Zones, Sectionals

Seniors, Ages 14 - 18

Athletes are in High School

Water Training: 2 hours, 5 sessions per week

Dryland: 45 min, 3 sessions per week

Daily yardage: 4000-7000 yards

Attendance requirement for championship meets: 65%

Goals: NJ Gold Championships, Sectionals, Futures

Senior Performance, Ages 13 - 18

The highest-performing 13-18 year olds

Water Training: 2 hours, 6 sessions per week

Dryland: 45 min, 3 sessions per week

Daily yardage: 4000-8000 yards

PAA OPERATIONAL INFORMATION

PAA Facilities

Peddie School

Graham Athletic Center

155 Etra Road

Hightstown, N.J. 08520

Marlboro Swim Club (summer only)

Masepe Trail

Morganville, NJ 07751

Peddie School and Peddie Aquatic Association

Peddie School owns and operates the Peddie Aquatic Association and fully supports the program as an extension of the Peddie name. Participation on the Peddie Aquatics swim team or any program under the Peddie Aquatics umbrella in no way provides assistance for acceptance into the school. Any athlete who competes for Peddie Aquatics who makes the decision to apply to the Peddie School will be evaluated by the school admissions office. An information session with the Head Coach can be obtained to learn more about the school and the value of a Peddie education.

PAA Affiliations

- USA Swimming

USA Swimming is the national governing body for amateur competitive swimming in the United States from beginners to the Olympic level. All PAA swimmers must become members of USA swimming in order to participate in practices and meets. USA swimming has administrative oversight for the entire nation, which is divided into 59 Local Swimming Committees (LSCs). Generally a single LSC governs a single state, but some states have more than one LSC due to their size. USA Swimming is a non-profit organization funded through dues collected from individual swimmers and teams, grants from the United States Olympic Committee, corporate sponsorship, and income earned from events, promotions and merchandise. Meets are sanctioned by USA Swimming through our LSC, New Jersey Swimming, so

that the meets are run according to standardized procedures and the swimmer's times will count for State, Sectional, Zone and National qualification. USA Swimming is responsible for selecting the athletes that will represent the United States in all international competitions.

- **New Jersey Swimming**

NJS is a non-profit corporation and the Local Swimming Committee (LSC) to which PAA belongs. NJS is a volunteer-run organization with its own set of by-laws and a separate House of Delegates responsible for managing the business affairs of NJS. Representatives to the House of Delegates are composed of athletes, coaches, members of the Board of Directors, and club members. Besides ensuring that meets are run according to USA Swimming and NJS protocols, NJS provides training to parent volunteers through its clinics program. NJS holds state championship meets at the conclusion of the short and long course seasons and sponsors teams to swim at the Eastern Zone Championships.

FINANCIAL COMMITMENT

This section provides details about the financial commitment families make to the team. Being part of PAA requires payment of monthly dues and annual registration fees. We also have an [annual parent volunteer commitment](#) requirement, which may result in additional fees for any unmet hours.

Swimmers and their families must be members in "good standing" in order to attend practices, meets, and other PAA events. Members in good standing have paid all registration fees, adhere to the stated team and conform to stated codes of conduct.

If a family is dealing with a life event that impacts their ability to meet their financial commitment to PAA please reach out to the director of competitive swimming to discuss support options. Your conversation will remain confidential and we will do our best to support your family during a challenging time.

PAA Registration, USA Swimming Registration, and Meet Entry Fees

All families will be responsible for yearly USA Swimming Registration Fee, Meet Entry Fee's and their monthly PAA tuition.

- **USA Swimming Membership Registration is \$100**, and is billed upon USA registration every September. **NJ Swimming & PAA requires you to enroll in the FULL PRICE PREMIUM ATHLETE MEMBERSHIP. This will allow us to enter you in meets without restriction.** Swimmers may not practice or compete until USA Swimming registration fees are paid. Once USA Swimming opens the 2025-2026 registration year, PAA will send you a link for our team. However- this will require parents to login to their USA Swimming parent portal account and renew/enroll your swimmer via your USA account. PAA cannot do this part for you.
- **Meet Entry Fees**
All swimmers will be charged for their meet entries (excluding Peddie's Thanksgiving Classic or Blue vs Gold meet). This price varies depending on the meet, number of events, LSC, age, etc. Your accounts will be charged at the end of each month for all meet entries that the swimmer participated in that month. **Swimmers who miss the commitment deadline will be unable to swim in the meet. We cannot enter late entries.**

***Please take extra care when declaring for meets. If you commit your swimmer to a meet and are entered, your account will be charged for those events, even if your swimmer chooses not to participate. PAA is required to pay meet entry fees in advance.**

Monthly PAA Tuition

Team Billing will be divided into 11 equal payments, which will be charged to your account on the first of each month, beginning with Sept. 1st and ending with July 1st (PAA does not bill for the month of August). Annual dues are assessed in a graduated fee structure depending on training group assignment. Fees increase as swimmers advance and require more pool and coaching time. All families will be billed for all 11 months, regardless of their swimmers attendance.

Falcons	\$160.00
Age Group 1	\$200.00
Age Group 2	\$250.00
Senior	\$280.00
Senior Performance	\$300.00

Additional Costs:

Upon Annual PAA registration there will be a \$50 administrative and team gear charge. Swimmers will be required to purchase a team suit for use at all swim meets and group equipment. All group equipment and additional team apparel can be purchased on the online TYR team portal which can be accessed through our website. Orders can also be placed during our team fitting which usually occurs the first or second week of the season.

Throughout the season we will be attending meets both locally in our area and higher level meets that will require travel and overnight stay. There may be additional costs associated with meets, outlined below are the different types of travel meets and what costs Peddie will cover.

Individual travel meets:

- Families will assume the cost of all travel, meals, and lodging if required.

Team Travel meets:

- Regional Team Travel meets. Peddie will coordinate travel plans for swimmers (transportation, hotel and meals) and expect the swimmers to travel and stay with their teammates. Families will be billed for travel, lodging and meals costs at the conclusion of the meet.
- Supported Team Travel meets. These meets are typically outside of our region and are on a national level or higher. Peddie will cover the cost of hotel rooms and transportation to and from the hotel to the meet site for all individually qualified swimmers. Transportation to the meet and meals for all individually qualified swimmers will be the responsibility of the families. Relay-Only swimmers will be responsible for the full cost of the trip including travel, hotel, and food, should they choose to attend.

Private Coaching

Peddie coaches will offer private lessons for any interested swimmer registered with Peddie Aquatics. To schedule a private coaching session parents should reach out to the program director with the following information; swimmer's name, coach they would like to work with, and availability. The program director will coordinate with the coach and family to schedule the session(s). Limits will be placed on the number of lessons a family can take in a month. Each lesson is 30 or 45 minutes and

parents have the option of registering for an individual session or a group lesson with other families, as long as swimmers are of the same skill level.

# of Swimmers	Cost per 30 min	Cost per 45 min
1	\$60.00	\$80.00
2	\$110.00 (\$55.00 per swimmer)	\$150.00 (\$75.00 per swimmer)
3	\$150.00 (\$50.00 per swimmer)	\$210.00 (\$70.00 per swimmer)

PAA Billing and Payment Policy

Prompt payment of fees and dues is essential for PAA to meet its financial obligations. Members who are delinquent (60 days or more) in paying team dues may be suspended from practice and/or meet participation until the account is brought current.

Billing

All new and existing members will be required to pay by credit card. Check and cash payment are NOT accepted. Our billing system requires all members to have a credit card on file with their account and all member dues are automatically drafted by the system on the 1st of each month. If dues have not been received, a late fee of \$25 will be charged. After 60 days past due, swimmers will not be allowed to participate until fees are current.

Collections

If an account has a balance that is 60 days overdue, a written notice will be given to the family regarding possible impending collections. If an account has a balance that is 90 days overdue, in addition to the swimmer(s) not being able to practice or attend meets, if the account is not made current nor has a payment plan has been arranged or adhered to PAA reserves the right to issue a claim for team charges to a collections agency and PAA membership will be terminated.

ANNUAL PARENT VOLUNTEER COMMITMENT

In order to successfully run the club, each family will be required to work a certain number of volunteer hours per season. Examples of volunteer duties would be timing at away meets or several of the jobs listed in the next section at hosted meets. These hours are the minimum number of hours a family must meet. Hours are for 1 calendar year and cannot be rolled over to the next year.

- Falcon level families are required to volunteer a minimum 3 hours per year
- AG-1 families are required to volunteer a minimum 6 hours per year
- AG-2, Senior Performance, and Senior families are required to volunteer a minimum 9 hours per year
- Varsity families are required to volunteer a minimum 3 hours per year. Families who have Varsity swimmers attending USA swimming meets will be required to work hours equal to that of the group your swimmer participates with (Senior or Senior Performance). Any family who is not local and will have trouble meeting this requirement should reach out to Coach Walling to discuss.

Any events (typically distance events) that require a swimmer to provide their own timer would not be included toward your annual volunteer commitment.

Any family that has multiple members on the team will be required to work hours equal to that of the swimmer in the highest level group.

In addition to the hours listed above each PAA family is required to volunteer at least one session at our annual Thanksgiving Classic meet. If your swimmer qualifies for a finals session, you are required to provide one family member aged 12 and over to volunteer during that session. Families who do not meet the Thanksgiving requirement will be charged \$75.

Buy-out Option: A family can choose to buy out their hours at a rate of \$50 per hour. Please contact the team manager, Heather Librizzi at hlibrizzi@peddie.org to discuss this option

Remaining Hours: If any hours are left outstanding at the end of the season, they will be billed to the family at the cost of \$50 per hour.

Excess Hours: Any excess hours are not carried over to the next year but are greatly appreciated.

GROUP PARENTS

Group parents are a helping liaison between the coaches and families. Group parents may help plan team events or gatherings, assist in communicating ahead of meets, help to solicit volunteers for meets or team events, or purchase supplies and coaches gifts.

Getting started:

Schedule a meeting with your Lead Coach at the start of the season to learn about your coaches' needs, preferences, and expectations. These are a few important questions to ask:

- Contact information: How do the coaches prefer to be contacted by you and other parents? (Please avoid unexpected drop-ins at practice or meets)
- Group Lead Coaches will provide a roster with contacts to group parents at the beginning of the season, and send an updated roster if needed throughout the year.
- How can you best support the group and coaches?
- What ongoing volunteer support needs are there?
- What events should you plan for? Holiday events, meet prep, etc. Is there a calendar already, or should you help set dates for that?
- An event involving money collection by group parents needs to be discussed and approved by the lead coach prior to collection. This involves collection of funds for a group outing, holiday party, meal, etc.

Send a welcome email/letter to families introducing yourself, your role, and what parents can expect from you, including your contact information. Ask parents if they have special interests or talents they would like to share with the class (i.e. photography, baking, etc.).

Set up and use a group email list (an easy, reliable and effective way to communicate with families), or a group chat using Remind or Whatsapp.

Get support early, ask parents to sign up to help at the beginning of the season for activities planned throughout the year. If you plan on hosting group events be mindful when asking for money, some families are able to contribute easily while others may not be. Potluck style group events are a great way to allow families to contribute in their own way without dictating a dollar amount.

Group Parents Party Guidelines:

- Any use of the Peddie Athletic facilities for group get togethers must be reserved. Group parents should work with their Lead Coach to reserve space at least two weeks in advance.
- A group parent should be overseeing the group at all times, it is highly recommended you work with your Lead Coach and invite them to be present as well.
- Group parents should solicit support to purchase food/supplies from other parents (using sign-up genius or google forms) There is no reimbursement for supplies purchased for group parties.
- Group parents are expected to set up and clean up after the party and return all tables and chairs to the arrangement they were found in. The athletic center is a shared space and the community will expect it to return to how it was found.
- Any games that involve running or a lot of movement should be planned for outdoors, there should not be running around or horseplay in the athletic center.
- Groups should remain in the general area of the party. Swimmers should not be down the ramp, on the basketball courts, in the HS locker room, etc.
- Please be mindful when planning activities that can get messy (painting, food decorating, etc.) and use drop cloths under tables to prevent messes on the floor.

(Continue to Page 12: Team Rules and Code of Conduct)

TEAM RULES AND CODE OF CONDUCT

A SIGNED PAPER COPY OF THIS PAGE (12) IS REQUIRED BY EACH ATHLETE AND THEIR PARENTS. THE PHYSICAL COPIES OF THE SIGNED CODE OF CONDUCT WILL BE DUE THE FIRST DAY OF YOUR GROUPS FALL PRACTICE - PLEASE SUBMIT IT TO YOUR GROUP COACH. DIGITAL COPIES WILL NOT BE ACCEPTED.

All swimmers and parents are expected to abide by team rules and a general code of conduct that promotes fair play, sportsmanship, respect, and an overall healthy experience for all team members. These rules and general code of conduct will apply to swimmers any time they are representing Peddie. The coaching staff of Peddie Aquatics reserves the right to discipline athletes, which may include team dismissal, for breaking any rules including but not limited to:

RULES REGARDING BEHAVIOR

- There will be no fighting or mutual combat in which both parties have contributed to the situation by verbal and/or physical action.
- There will be no bullying or any other type of harassment of any member of the Peddie team or any member of other USA Swimming teams. Guidelines from USA Swimming are listed below.
- There will be no abusive language or disrespectful and/or threatening language to others.
- There will be no hazing. "Hazing" means committing an act against a member of the Peddie team or any member of USA Swimming teams, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated or affiliated with a student organization, or for any other purpose.
- There will be no willful damage to school or team property.
- There will be no theft.
- There will be no use of alcohol, tobacco, drugs, drug paraphernalia, vaping instruments, e-cigarettes, or any electronic smoking device even if they do not contain tobacco or nicotine when participating in Peddie Aquatics activities. Those who associate with swimmers in these situations and make no obvious attempt to leave the premises are liable for the same penalties as those who are directly involved.
- Swimmers are prohibited from possessing lighters or using ignition devices when representing Peddie. This includes all training workouts and meets.
- There will be NO USE of cell phone cameras or other recording devices in locker rooms.
- Use of social media, such as Facebook, Twitter, Snapchat, or any other social media outlet to defame the Peddie School, Peddie Aquatics, Peddie Coaches, or other swimmers will not be tolerated.
- No fraternization with teammates during team travel meets in each other's hotel rooms.

ATHLETE SIGNATURE: _____ **DATE:** _____

PARENT SIGNATURE: _____ **DATE:** _____

MINOR ATHLETE ABUSE PREVENTION POLICY

(As a USA Swimming Club member PAA adheres to all Safe Sport Practices outlined in MAAPP.)

[Please reference the MAAPP2.0 document here](#)

THIS POLICY APPLIES TO:

- * All USA Swimming athletes & non-athlete members.
- * Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.)
- * LSC and club adult staff and board members; and any other adult authorized to have regular contact with or authority over minor athletes.

MODEL LOCKER ROOM MONITORING POLICY

- **PURPOSE** : The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.
- **FACILITIES** : The following is a description of our practice and competition facilities to allow athletes and their families to plan their use; Primary Location: Peddie School Aquatic Center. This location has a male and female locker rooms that are changing areas shared with the general public. As such, there are likely to be people who are not associated with Peddie Aquatics in the changing area around the time of practice.

MONITORING

General Policy Considerations

- Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.
- We discourage parents from entering locker rooms and changing areas unless it is truly necessary. The Peddie Aquatic Center has exterior bathrooms for adult use.
- If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.
- Peddie Aquatics has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post [staff, coach, parent, other adult] inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. [Staff, coach, parent, other adult] conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

- Cell phones and other mobile devices with recording capabilities, including voice recording, still

cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:

- 305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

PAA TEAM SWIMWEAR POLICY

PAA is a TYR sponsored swim team. All team members are required to wear the regular TYR PAA team suit or other coach-approved suit, at all swim meets. Team members are required to wear team gear to all swim meets. In addition, any cap worn in practice must be a PAA swim cap.

Each swimmer should have a team cap, coach approved team suit, team T-shirt and team sweats (optional).

Suits worn at practice should be appropriate for training purposes and modesty. Buttocks must be fully covered, no cheeky bottoms, suits with holes, two-piece, tie back, or suits in disrepair will be allowed.

Meet Attire

At prelims, and timed final sessions, all swimmers will wear the White cap. At final sessions in a prelim/final format, all swimmers will wear the Blue cap.

At the meet, swimmers should wear their sweats and any Peddie apparel they own. It is important to represent the team in what you wear at competition. Team apparel may be specified for meets with award ceremonies/podiums and for team photos taken at meets.

TEAM COMMUNICATION

The coaches of PAA work hard to communicate with swimmers and their families. A parent who accesses these different channels of communication will find immediate answers to many questions about swimming with PAA. The channels that are most useful for your family include:

Team Website: www.peddieswimming.org

The primary, and most comprehensive, form of communication will be through the website. You can look there to find practice schedules, calendars describing upcoming meets and team events, team records, contact information for coaches, links to state and national swimming organizations, etc.

Team Unify Emails

Used to announce meets and results, team social events and fundraisers, to request volunteers, and to make any urgent or especially exciting team announcements. Please make sure that the team has your current e-mail address (one checked regularly) as this is the primary means of team communication.

Remind App

Used for quick updates regarding changes to practices, communicating an absence to your lead coach, updates during meets and more! Make sure to join the Remind App with your swimmer's level group code. Remind Codes are provided at the beginning of each Season.

Team Instagram handle: @Peddie_swimming

Used to recognize and advertise team accomplishments, activities, and promote Peddie Aquatic Association

Coach Conferences

Call or email the program director for your swimmer's group and they will help coordinate a time to meet with you and your swimmer's lead coach. Please understand that during practice is not a good time to converse with your child's coach. The coach is responsible for all the swimmers at practice and must devote his or her attention to them.

MEET AND TEAM TRAVEL POLICY

The team will travel to away meets to provide swimmers with experience competing against swimmers from other LSCs, typically at a higher quality of individual and team competition. Swimmers gain experience in prelims/finals competition in and outside of New Jersey Swimming. The coaches are seeking competitions conducive to exceptional performance.

When we travel to away meets, swimmers learn responsibility and independence through our travel experience. PAA follows USA Swimming's travel policies as set forth in the Athlete Protection Program.

USA Swimming Policies

1. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
2. Team managers and chaperones must be non-athlete members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
3. 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)
4. 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)
5. During team travel, when doing room checks, attending team meetings and/or other activities, open and observable environments should be maintained.
6. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.
7. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
8. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
9. Curfews shall be established by the team or LSC staff each day of the trip.
10. 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.
11. The directions & decisions of coaches/chaperones are final.

TEAM TRAVEL CODE OF CONDUCT

Families will complete this [GOOGLE FORM](#) for all team travel meets.

TEAM RESPONSIBILITIES

Responsible Teammates

At practice, as a swimmer and a teammate I will:

1. Arrive on time. This means: be on deck, with suit, cap and goggles on, and with all appropriate equipment at the time practice is scheduled to begin.
2. Be considerate of other swimmers during practice. This means: swim on the right side of the lane, start and finish at the wall, use the pace clock to calculate send off times and allow other people in your lane to complete the set without disruption.
3. Give the coach your undivided attention when he/she is speaking. This means: your head is above water, your eyes are on the coach, and your voice is OFF.
4. Return all equipment borrowed from the pool facility to its appropriate storage place at the conclusion of practice. 5. Follow all pool rules at the practice facility. Follow the directions of any Peddie staff member at the pool. If there is a question, speak to the coach immediately.

At meets, as a swimmer and teammate I will:

1. Check-in immediately.
2. Arrive 20 minutes before the start of warm-ups. Give yourself enough time to check in with the coach, locate the team area, purchase any necessary equipment, dress and stretch prior to the scheduled start of warm-ups. 3. Sit with the team in the team area so the coach can find you whenever necessary.
3. Wear a team approved suit and cap.
4. Wear PAA uniform while receiving medals at championship meets.
5. Complete the entire warm-up with the team and under the direction of the coach.
6. Compete in all events for which you are scheduled, both individual and relay events.
7. Speak with the coach both before and after your race.
8. Follow the directions of meet staff and officials, regardless of which team the staff/official represents. If there is a question, consult a PAA coach immediately.
9. Have healthy food and liquids (water is best) to maintain energy during the day.
10. Participate in the Team Cheer when appropriate.
11. Cheer for fellow teammates when possible.
12. Congratulate other competitors at the completion of the race.

Responsible Parents and Families

This section refers to all adults, family members and other spectators attending PAA practices and events. The overall expectation is that all those associated with PAA will treat each other with respect. PAA maintains a zero-tolerance policy regarding harassment or offensive behavior of any kind.

Support, praise and encourage your swimmer at every opportunity. Notice what your child does well relative to his or her level. For any swimmer, improving times and improving technique are almost always good sources of praise and encouragement.

Avoid criticism. If a swim didn't go well, the child is usually painfully aware of it and doesn't need you to say so. If you want to discuss a tough swim, it often helps to start with asking the child how they felt about the swim, and then empathize with their frustration, discouragement or sadness. Remind your child that everyone struggles at times and that you're proud of him or her for hanging in there and trying hard.

Support the team by volunteering. Each family is required to perform parent commitment hours. Parents are needed at home and away meets to volunteer as timers, officials and various other jobs. See the list of meet jobs along with brief descriptions found below. Please see the Annual Parent Volunteer Commitment section in the handbook for requirements.

How and when to have discussions with coaches. Please respect the fact that during practice, coaches are attending to the needs of multiple swimmers within multiple training groups. Likewise during a meet, coaches are trying to time swimmers and watch their technique in virtually every heat of the meet. These are NOT times to talk. When you talk to coaches during these times, you compromise their ability to give coveted individual attention to the swimmers. If you have a concern, please follow the communication protocols which include reaching out via email to the program director who can facilitate a meeting with all involved parties, or using the remind app for quick check-ins. Remember, we have the same goals of helping your son/daughter develop to the best of their ability as a swimmer and as a person.

DO NOT talk to your swimmer(s) during practice. The balcony section will be open to parents during practice. Please refrain from communicating with your swimmer during practice, as it causes a distraction to the athlete and the coach. Parents are expected to maintain the role of "observer," "supporter," and "cheerleader" for swimmers. As per USA Swimming Safe Sport policy there should be no video or photography taken during practice, please review all policies for meets.

VOLUNTEER JOB DESCRIPTIONS

Admissions

You are the first Peddie people our guests will see, so greet them with a smile! Your job will be to take the correct amount of money from spectators and provide change as needed. We are CASH ONLY for admissions. You will also count the amount of people entering the stands using a counting device we will provide. Please be on time! When you arrive, report to the front doors of the building.

Coaches and Officials Hospitality

The Coaches & Officials Hospitality for this meet will be located in the conference room of the athletic offices. We will be providing three meals per day, so your job is to keep the area neat, clean, stocked, and available to coaches, officials, lifeguards & Peddie Security staff. Please make sure the coolers are always stocked with cold drinks and ice.

- First priority each morning is to start the coffee! Pots will be set up and ready to turn on. Then put out the breakfast items for coaches & officials to grab and go.
- If you run out of anything, see Heather or Meredith for the key to the kitchen.
- Breakfast will be picked up (by Heather) from Hightstown bagels, lunch will be delivered each day so please have the tables cleared and ready for the food to be delivered at the flagpole entrance doors. There will be a print out of the meal schedule so that you know what is coming for each meal.

Heat Marshall Volunteers

- Please report to the starting end of the pool at your assigned time. One marshal will be posted at each corner of the pool, near lanes 1 or 8.
- The heat marshal is responsible for crowd control behind the blocks during the 10/under sessions. There should be no more than 3 heats of swimmers behind the blocks at any time. You will have a heat sheet to keep track of heats and to assist the swimmers with finding their lanes, if needed. Remind swimmers around you to be quiet for the start of each heat!

It will be hot on the pool deck, so please dress appropriately, including non-slip shoes!

Safety Marshal

- Please read the attached New Jersey Swimming [Safety Marshal Handbook](#) before this weekend, paying particular attention to your specific areas of coverage.
- The safety marshal may not do multiple jobs. Safety is your only concern! No use of cameras while you are on duty as the Safety Marshal. -You are responsible for the safety of everyone in the pool and on the pool deck, in conjunction with the Lifeguards on duty. Coaches & Swimmers are aware of the warm-up procedures, so you are there to ensure that they are following procedures. FEET FIRST ENTRY ONLY DURING WARM-UPS! Orange Safety Vest provided.
- In the event of an emergency, call Peddie Security at 609-944-7557. Put this # in your cell phone now.

- NO DECK CHANGING!! DIRECT THEM TO THE LOCKER ROOMS!!

Lane & Head Timer

- Everyone must attend the Timers Meeting at the beginning of each session. At your assigned time indicated on the sign up sheet, meet in the hallway just behind the admissions table.
- The Head Timer is responsible for checking in all the lane timers using the list provided, distributing the stopwatches & clipboards, collecting them at the end, and providing back-up for every single event in the session.
- Lane timers - your sign-up slot # is your assigned lane #, with slot #9 being the 2nd back up timer next to Lane 1.
- Lane timers will have a stopwatch and the clipboard to record the times from both watches. (The guest timer has a watch and the back-up button.)
- Lane timers should collect the Peddie watch from the guest timer at the end of the session to return to the Head Timer.
- It is hot on deck and the ground is wet, so please dress accordingly!

Concessions

Sit at the concessions table and sell food. Concessions will be cash only. We will provide a cash box and change for each session. The food is generic concessions foods like bagels, coffee, water, gatorade, fruit, snacks, muffins, and power bars. You will be responsible for restocking food at the table for each session and making the coffee. Additionally, we ask that you track inventory at the start and end of your shift on a document we will provide for you.

Awards

- There will be 2 awards people at the 11 and over finals sessions and 1 awards person at the 10 and under session all weekend. The 11 and over award volunteers will be responsible for retrieving the awards labels from the printers and placing them on the applicable award after the conclusion of each event. a bag will be provided for you to place awards in with each team's name on the bag.
- The 10 and under awards volunteer will help pass out the heat winner awards (rubber duck) at the end of each heat during the session.

Hall Monitor

The swimmers from PAA and all other teams will be seated on deck during the meet but will head into the hall for air or good. The hall monitor is responsible to make sure the kids are abiding by the facilities safety rules. (ie. no running, horse play, yelling etc). Additionally, we ask that the hall monitor is making sure that any athletes' bags/belongings are not placed in a hazardous area on the floor and making sure all garbage is disposed of properly. Please do not allow food onto the pool deck.