



SUMMER TEAM INFORMATION PACKET

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* PLEASE READ THROUGH THE
FOLLOWING INFORMATION. THIS
PACKET IS FOR YOUR REFERENCE.



elcome to all new and returning members of WEST Swim Team. WEST Coast Aquatics is a 501-c3 non-profit organization committed to promoting the sport of swimming for life.

WEST's Swim Team is an elite training and competition program. As part of the team, swimmers can take comfort in knowing that they are swimming amongst others committed to the sport the same way they are!

WEST's swim team has been awarded multiple Bronze Medal Level of Excellence Awards from USA Swimming, listing it as one of the Top 200 programs in the country. WEST was also listed on ASCA's list of Top 100 Age Group Programs in the nation. WEST's swim team swimmers have competed at Junior Nationals, qualified for Olympic Trials, and have gone on to swim competitively at NCAA Division 1, 2 and 3 Colleges. As an elite swim team, WEST maintains a much smaller team than most of the competitive programs in the northwest region (by half to a quarter); making WEST's performance standing within Pacific Northwest Swimming & USA Swimming nationally recognized.

We look forward to building the success of our program as we continue to work towards being a national leading organization. Whether your swimmer's desire to join the WEST team is to meet new friends, build a healthy and sustainable lifestyle, or become one of the best swimmers in the country, WEST has a place for them.

HOW TO USE THIS PACKET:

This packet is designed to help get information across to our team parents regarding expectations, Code of Conduct, and practice & meet schedule. It is to be used in conjunction with our WEST Team Handbook (posted online at westswimteam.com > About > Policies & Forms, which has all of our policies in one place.

Congratulations on joining the WEST Swimming Family!

Sincerely,

.....

WEST COACHING STAFF

CODE OF CONDUCT

WEST COAST AQUATICS | SWIMMING

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WEST CORE VALUES & CODE OF CONDUCT :

WEST's Code of Conduct applies to all members and others attending an event or utilizing West Coast Aquatics facilities or grounds. The Code of Conduct is not intended to provide a comprehensive list of all expectations and describes only certain minimum expectations. WEST reserves the right to take action regarding any conduct that WEST views, in its sole discretion, as being inconsistent with its core values or is deleterious to WEST or its swimmers.

WEST Coast Aquatics Code of Conduct:

1. WEST swimmers, members, guests and staff will not discriminate against any other swimmer, official, coach, administrator, or any other person on the basis of race, color, religion, age, gender, sexual orientation or national origin or commit any discrimination in violation of USA Swimming Rules and Regulations.
2. WEST swimmers, members, guests and staff will not conduct any sexually oriented behavior (whether consensual or nonconsensual), or any pattern of unwelcome advances or other sexual harassment directed towards a swimmer, coach, official or any other person participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such person is a member or not).
3. WEST swimmers, members, guests and staff will not sell, distribute, or offer to sell or distribute alcohol, tobacco, controlled substances, or any other substance listed on FINA's recognized list of banned substances.
4. WEST swimmers, members, guests and staff will not use alcohol, tobacco, controlled substances or any other substance listed on FINA's recognized list of banned substances.
5. WEST swimmers, members, guests and staff will not commit any act of theft or property damage while on WEST property.
6. WEST swimmers, members, guests and staff will not commit any act of non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any swimmer, coach, official or any other person.
7. WEST swimmers, members, guests and staff will be responsible for their equipment and personal possessions and will clear all personal possessions and trash upon leaving WEST.
8. WEST swimmers, members, guests and staff will conduct themselves in an appropriate manner and will abstain from rough housing and horseplay that might result in personal injury to themselves or another.
9. WEST swimmers, members, guests and staff will not use cell phones, cameras, video cameras, or other devices with video or audio recording capabilities in locker rooms or changing areas as outlined in WEST Photography and Videography Policy (Section L).
10. WEST Swimmers, family members, and guests will refrain from inappropriate/destructive communication and will follow the procedures set in place by conflict resolution policy should an issue arise.
11. WEST swimmers, members, guests and staff will adhere to WEST's Electronic Communications Policy (Section I).
12. WEST swimmers, members, guests and staff will adhere to WEST's Anti-Bullying Policy (Section J).
13. WEST swimmers, members, guests and staff will not participate in or condone conduct that is in violation of this Code of Conduct.
14. WEST swimmers, members, guests and staff will not commit any other material and intentional act, conduct or omission not provided for above, which is detrimental to WEST's image or reputation, or to the sport of swimming.
15. WEST swimmers, members, guests and staff will not commit any act of fraud, deception or dishonesty.

Any swimmers, members or guests utilizing WEST's facilities may be denied membership, placed on probation, suspended or expelled from WEST if such person violates the provisions of WEST's Code of Conduct, or aids, abets or encourages another person to violate any of the provisions of WEST's Code of Conduct or the USA Swimming Code of Conduct which can be found at usaswimming.org/docs/default-source/governance/lsc-managementdocuments/interpretations-legislation-bylaws/code-of-conduct-expert-2018.pdf.

CODE OF CONDUCT

WEST COAST AQUATICS | SWIMMING

WEST DISPUTE RESOLUTION PROCESS

If a swimmer (or parent) feels that he/she is not being treated in accordance with the above expectations, they should ask to address their concerns by scheduling a meeting with:

1. The Group Coach
2. The Head Coach
3. A WEST Board of Directors member

If any swimmer or parent/guardian is in violation with the Code of Conduct, discipline will be handled in the following format based on the severity of the offense:

- Removal from practice and sent home for the day
- Meeting with swimmer(s), parents, coaches and/or Board of Directors
- Further suspension
- Expulsion from the team

Training fees are not refundable due to a misconduct suspension. Discipline decisions will be determined by a three-person committee; appointed by the Board consisting of the Head Coach, a board member and a neutral adult. In the event that the Head Coach is personally involved in a dispute, a second neutral adult member(s) shall be appointed in place of the Head Coach.

Should one be necessary, a committee shall be appointed by the Board, comprising the Head Coach, and a neutral adult member. In the event that the Head Coach is personally involved in a dispute, a neutral adult member(s) shall be appointed. The membership of the committee shall remain the same until there is total resolution of any given problem, but may change for any other non-related disputes.

REPORTING

If your concern relates to a violation of West MAAPP, including and not limited to: criminal activity, illegal drug use, inappropriate touching, or physical abuse, please report immediately to safesport@usaswimming.org. Anonymous reporting can be completed: <https://fs22.formsite.com/usaswimming/form10/index.html>.

If your concern relates to sexual misconduct, sexual harassment or sexually explicit communication through any media, please contact the U.S Center for SafeSport to make a report immediately. You can report your concern online or call 720-524-5640. More information can be found at www.uscenterforsafesport.org.

EXPECTATIONS

WEST COAST AQUATICS | SWIMMING

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PARENT EXPECTATIONS :

There is and has always been much discussion on the importance of the Support Triangle structure of parent, athlete and coach. Each plays a critical role in the development of the swimmer. Swimming is a very demanding sport but through the hard work and perseverance, invaluable lessons are instilled. WEST strives for the swimmer's long-term success and our goal is they continue swimming past high school. With such long swimming careers ahead of them, each part of the triangle plays an important part in determining how the swimmer develops, not just as an athlete.

It is crucial we all work together and keep in mind several general rules of thumb:

1. Swimming is a sport and sports are supposed to be fun.
2. Each part of the Support Triangle plays a specific role. By each maximizing our specific roles and working together, we maximize the potential for the swimmer.
 - **Swimmer:** always put forth best effort and strive for perfect attendance.
 - **Coaches:** provide training and council on demands of the sport of swimming.
 - **Parents:** provide consistency, love and unconditional support for your athlete.
3. **Nutrition** – as a parent, you primarily influence your child's diet. They exercise a lot and will need to eat a lot, but we want to maximize performance and development, so it is important they are getting what they need.
 - **Avoid supplements** – get what you need from real food first
 - **Take a multi-vitamin** (+maybe vitamin D in the winter) – soil nutrient levels aren't what they used to be and the demand on the athlete's body requires adequate vitamins and minerals.
 - **Water, water, water** – we don't really need to drink anything else. Hydration plays a major role in performance and recovery.
- **“Shop the Perimeter”** – it has been said that everything essential for your body to survive can be found on the perimeter of the grocery store: Veggies, Protein, Grains, and Dairy.
- **“Eat a Rainbow”** – try to have a variety of colors of vegetables with every meal. You can't eat enough veggies.
4. **Rest** – growing bodies need extra rest already, and with training, it becomes that much more important. 6-8 hours per night minimum.
5. **No Pressure** – anyone that spends as much time with his or her face in the water, as these swimmers do, learns to take it pretty seriously. Swimmers should already put pressure on themselves to perform. As Coaches, we need to be able to also put pressure on the athlete to perform. However, the Support Triangle will crack if it is getting pressure from all sides. It has been regularly noted, and through my own experience swimming and the people I swam with, the ones that made it the farthest in the sport had parents that we most “Hands-Off” and did not put any additional pressure on them to succeed.
6. **Show the swimmer that you support them** – Being “Hands-Off” doesn't mean not to get involved with your child's swimming. They need to know that you support their hard work and dedication to the sport and that you care about them.
- **Volunteer & Stay Connected** – help out at meets, meet and interact with other swim parents. WEST isn't just a swim team, it's a swimming community.
- **Provide transportation** – we understand that our busy practice schedule and attendance expectations also put heavy demands on parents. We strongly encourage more carpooling.
- **Keep them happy** – although we all go through ups and downs, overall, kids should be happy. If they aren't please speak with their respective coaches so we can work on a solution.
7. **Family, School, Swimming** – whenever facing hard decisions, remember the order of priorities.



EXPECTATIONS

WEST COAST AQUATICS | SWIMMING

CONTINUED >>

The most important job as a parent is to **SUPPORT**:

- **Support** ALL WEST swimmers, yours and others.
- **Support** your age group and level.
- **Support** the coaches.
- **Support** other parents.
- **Support** positive communication.
- **Support** ALL WEST hosted meets as a volunteer.
- **Support** WEST and PNS / USA Swimming at all meets.
- **Support** ALL WEST fundraising opportunities.

and for your swimmer...

- Keep them fed, clothed and healthy.
- Bring them to practice.

WEST COACHES' EXPECTATIONS :

Our goal is for each individual swimmer to reach his or her full potential not only as an athlete, but as a well-rounded person, as well. Although we strive to maximize performance in the water, our main goal is to help our athletes grow and develop into highly successful young adults consistent with the WEST core values of Honesty & Integrity, Sportsmanship, Respect, Hard Work and Pride.

GENERAL EXPECTATIONS :

1. Be on-time - "Early" is on-time "On-Time" is late.
 2. Don't coach your child.
- Recent studies have shown that for many athletes, their least favorite aspect of sports was "the ride home" and the pressure put on them by their parents.
 - It confuses the child. As coaches, we give them critical feedback and focal points for improvement. We understand how challenging these items are and we demand the highest possible level of quality. We typically prioritize a few items to focus on and reinforce those items until they are mastered.
 - It puts additional stress and pressure on the swimmer, often times reducing the amount of fun they have, which often leads to burnout and self-confidence issues.

PRACTICE EXPECTATIONS :

- Follow coach instructions at all times, don't interrupt or talk when coaches are speaking and ask questions when it is not disruptive to the rest of the group.
- Swimmers must be picked up within 20 minutes of practice ending.
- Bring required training equipment to each practice.
- Always watch the pace clock and leave on the correct interval between swimmers.

The WEST Code of Conduct is designed to maximize positive experiences for all WEST swimmers and ensure WEST is providing a fun, safe, and positive learning environment. Team members will refrain from any illegal or inappropriate behavior that is not consistent with WEST's Code of Conduct. All members, including parents must follow the Code of Conduct as listed in Section G.



AGREEMENT

FOR YOUR RECORDS | PLEASE READ

ACKNOWLEDGEMENT

I acknowledge that I have read and understand all requirements/expectations as outlined in the team Information Packet.

I acknowledge that I have read and understand all requirements/expectations as outline in the WEST Coast Aquatics Handbook.

REGISTRATION & PAYMENT

I acknowledge that I have read and understand all requirements of the WEST Coast Aquatics Annual Fee Schedule. I understand that training fees are due prior to practices beginning. A \$50.00 late fee will be assessed after the 12th of the billing month. All fees are due in accordance with the fee schedule as set by the Board of Directors.

Accounts delinquent over 30 days without prior arrangement will result in the athlete being denied practice, competition, and awards privileges until financial obligations are satisfied.

AUTOMATIC BILLING AUTHORIZATION

Monthly bills may be paid automatically with your debit or Visa / MasterCard credit card. Billing statements will be sent via email on the first of each month. **It is MANDATORY that ALL families MUST register with a debit or credit card** Any extra ProShop purchases will be billed to this card on file.

I authorize WEST Coast Aquatics to automatically debit from my bank account or charge my Visa/MasterCard on the 1st of each month any and all fees owed to WEST Coast Aquatics.

PHOTO RELEASE

I hereby give my consent for WEST Coast Aquatics to use my child's photograph and likeness in all WEST forms and media (i.e. website, brochures, Facebook, fliers, etc) and any other lawful purposes that promote WEST and its mission.

ALLERGEN & MEDICATIONS

WEST personnel are not trained to dispense or administer medications. If you or your swimmer require the use of a medication, then you and/or your swimmer are responsible for being trained and ready to use such medication without the involvement of WEST personnel.

MINOR ATHLETE ABUSE PREVENTION POLICY

I acknowledge that I and my swimmer have read and understand WEST's Minor Athlete Abuse Prevention Policies as laid out in WEST's Handbook.

TEAM POLICIES

I acknowledge that I and my swimmer have read and understand the following team policies at WEST:
WEST Swim Team Electronic Communications Policy
WEST Anti-Bullying Policy
WEST Locker Room Policies
WEST Swimwear Policies

LEAVING THE TEAM MID-SEASON

I understand that written notice of intent to resign from the WEST team is required a minimum of 2 weeks prior to the withdrawal date. Training fees will not be pro-rated. If medical leave of absence is required, continued payment of training fees is required to hold space on the team.

PARENT CODE OF CONDUCT

I, the Parent have read and understand the following information as well as the team Code of Conduct and agree to act in accordance with its expectations and guidelines. I understand the consequences that will occur as a result of my child or myself not following the Code of Conduct.

SWIMMER CODE OF CONDUCT

I, the swimmer, have read and agree to act in accordance with the above Code of Conduct expectations and guidelines. I understand the consequences that will occur as a result of not following the Code of Conduct.