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The finest swimming in the Nation's Capital

NCAP Welcome Packet: 2024-2025 Season -September 12th, 2024-

Contents:

- Admin Team Contacts
- USA Swimming Registration
- Important Policies:
 - Meet Fee Process
 - Speedo Sponsorship Requirements
 - Social Media & Communication
 - Family Code of Conduct
 - Swimmer Code of Conduct
 - Service Hour Requirement
- Helpful Resources:
 - Officials Incentive Program
 - 24-25 Team Outfitting
 - NCAP Online Store Info (*new this season!*)
 - Social Media Highlights
 - Mental Health Services Partnership

2024-2025 Admin Team Contacts

- NCAP's main locations (AU, HA, GP, TY, MM, CM, DS, WEST), will welcome almost 1300 competitive athletes this season, along with over 1200 developmental and learn to swim athletes. Including our franchise sites (North, Burke, Alexandria), NCAP is comprised of over 3000 swimmers. We are proud to have such a large NCAP community across the DMV!
 - Due to our expansive program, we have several administrative contacts for our families to reach out to when they need assistance. Please review our team below and when to contact them:
 - **Site Admin** Contact: Ryan Westhafer (ncap.burke@gmail.com)
 - When to contact: payment issues, meet fee charges, SafeSport issues, USAS registration, travel meet questions, team withdrawals, account pause (injury/illness), team concerns, transfer requests
 - **Day to Day information and Group specific info**: Contact your group coach.
 - **Additional Contacts**:
 - Head Site Coach: Pete Morgan (coachpete2019@gmail.com)
 - Outfitting & Apparel: Ryan Griffin (rgriffin@nationscapitalswimming.com)
 - CEO/Owner: Thomas Ugast (tugast@nationscapitalswimming.com)
 - Social Media/Website Content: Taylor Whittington (socialmedia@nationscapitalswimming.com)



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2024-2025 USA Swimming Registration (no action required)

24-25 UPDATE: USA Swimming and Team Unify have worked together to update the registration process.

******ALL ATHLETE REGISTRATIONS WILL BE HANDLED BY THE TEAM, for new AND returning athletes******

What does this mean for you?

IF YOU HAVE A RETURNING ATHLETE that was registered as a premium athlete for 2024 with NCAP:

- That registration is good through 12/31/2024
- Registration renewals will be processed in late November/early December BY THE TEAM
- No further action is required from families

IF YOU ARE A NEW-TO-US ATHLETE that was registered as a premium athlete for 2024
with another team:

- That registration is good through 12/31/2024
- If you haven't already done so- log in to your parent USA Swimming account, click on your athlete, and find the club transfer button- please initiate the transfer to NCAP-PV
- Registration renewals will be processed in late November/early December BY THE TEAM

IF YOU ARE A BRAND NEW ATHLETE:

- We now have the ability to submit registration for you in the new SWIMS system
- New athletes will be submitted within the first few days in September
- Families will receive communication from USA Swimming on how to create a USA Swimming account to connect with your newly registered athlete
- The new registration will now be valid through 12/31/2025

Other important scenarios:

- *I am an athlete who is turning 18 during this season-* you will need to create your own USA Swimming account PRIOR to your 18th birthday, and complete Athlete Protection Training to remain in good standing and be eligible for practice and competitions.
- *I have an athlete that was registered for 2023 but not 2024-* this athlete will be treated like a new athlete and registered for 2025 at the beginning of September. You will not receive an email from USA Swimming as you already have a USA Swimming account within SWIMS
- *I have an athlete that was registered for 2022 or earlier-* this athlete will be treated like a brand new athlete- registered in early September, and families will get communication to make a new account within USA Swimming to connect within the upgraded platform

If you have any additional questions about the registration process, please reach out to Ryan Westhafer (ncap.burke@gmail.com).



2024-2025 Important Policies

WITHDRAWAL POLICY-

- Expectation: When registering for the NCAP competitive program, we expect athletes to commit to the entire season (*September 2024 through August 2025*). However, we understand that an athlete may not be able to complete the full season for a variety of reasons, please see below:
 - Account Holds: NCAP can only guarantee an account hold for dues payment(s) if an athlete has an injury or illness preventing them from swimming OR an athlete's family is relocating out of the DMV area.
 - *Documentation is required for reimbursement.*

Under no circumstances is the registration fee refunded.

MEET FEE PROCESS-

- NCAP Families are responsible for all entry fees associated with meets in which their athletes are entered. Please review the entry fees in the meet announcement prior to committing your athlete for competition.
 - Processing charges: NCAP will process meet fee charges through Team Unify up to 7 days prior to or following the competition.
- Families are responsible for entry fees regardless of participation in the meet, unless the meet host/meet director has confirmed with the NCAP Office that entries have been removed without financial penalty.

SPEEDO SPONSORSHIP REQUIREMENTS-

- NCAP is a Speedo sponsored team. Our athletes have an obligation to represent Speedo at high-level meets. Therefore, athletes are required to wear Speedo suits at the following meets:
 - NCAP Invitational meet
 - PVS Championship meets
 - Eastern Zone meets
 - NCSA meets
 - National meets

*****If your athlete is competing at the level of meets listed above and Speedo suits do not fit them properly, please contact Pete Morgan (coachpete2019@gmail.com). To be exempt from this policy, athletes must be professionally fitted and granted an exception from Speedo.***

As a member of the Nation's Capital Swim Club (NCAP), you agree to adhere to the following team policies and rules. NCAP reserves the right to discipline our athletes at any time. This may include, but is not limited to probation, suspension, dismissal, etc. These policies are intended to promote a positive swimming environment for all our families.



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SOCIAL MEDIA & COMMUNICATION POLICY-

Nation's Capital Swim Club recognizes the prevalence of electronic communication and social media in today's world. As one of the top teams in the nation, our coaches and athletes have the responsibility to always represent our team and themselves in a positive manner. Inappropriate material found by anyone can and will affect the perception of the athlete and our team.

Since our athletes use social media as their primary source of communication, the Club has established a policy for acceptable use of social media and electronic communication by our coaches and athletes. This policy is essential for NCAP to provide a safe and positive environment for all athletes, officials, parents, and coaches.

All NCAP participants agree to be filmed and photographed by the host club's approved photographer(s) and videographer(s) and to grant the right to use names and pictures before, during, or after the meet such as in public psych sheets, heat sheets, and results or featured on the host club or NCAP website or social media or in public broadcast of the event via television or webcast.

Parents and guardians of minor swimmers who do not want their swimmers to participate in interviews or have individual pictures featured on any media should inform Karyn McCannon via email at kmccannon@nationscapitalswimming.com.

- **Acceptable Use Policy:**

Every NCAP athlete must exhibit ethical, respectful, and responsible conduct in all online communications and activities and respect the rights and privacy of other NCAP, PVS, and USA Swimming athletes, coaches, officials, and parents.

- NCAP prohibits cyberbullying or cyberstalking of any athlete, coach, or official by any means or method, including but not limited to the use of **Texting, Facebook, Twitter, YouTube, Instagram, Snapchat, Tik-Tok, Group Messaging Apps, etc.** Cyberbullying and Cyberstalking are unacceptable and will not be tolerated.
- **Swimmers must communicate appropriately online.** Offensive language, inappropriate pictures, or harassment towards another athlete based on age, gender, race, ethnicity, culture or religion will not be tolerated.

****Warning:** If your athlete uses any Social Media platforms, but **especially Tik-Tok**, please ensure you are aware of their activity. During the 2023-2024 season, various athletes contributed to negative and/or inappropriate content towards other NCAP members (team, teammates, coaches, etc.) through comments and/or posts via Tik-Tok, more than any other platform.

- **Acceptable Communication Policy:**

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding "Minor Athlete Abuse



Prevention Policy (MAAPP2.0)"

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems
- inappropriate or sexually explicit pictures
- *Note: any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.*

-Coaches may have personal social media pages, but they are not permitted to have any athlete member of the club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted.

-The Club has official social media pages that athletes and their parents can "friend" for information and updates on team-related matters.

-Coaches are encouraged to set their pages to "private" in order to prevent athletes from accessing the coach's personal information.

FAMILY CODE OF CONDUCT-

Nation's Capital Swim Club has established a Code of Conduct for our families. It is intended to help facilitate a nurturing and safe environment for our swimmers and supportive environment for our coaching staff. As parents/guardians, it is **absolutely essential** to give our coaching staff the respect and authority they deserve in order to run their group. By working together in a partnership with them, our club can successfully help your swimmer achieve their full potential.

- Under no circumstances, should a parent be giving coaching directions from the stands or on deck at practice or competition.
- Set the right example for our children by always showing respect and common courtesies to the team members, coaches, competitors, officials, parents, and for all facilities and other property used during practice or competition.
- Understand that opposing teams, including their swimmers, coaches, and fans, want the same positive experiences for their swimmers as we do. Help NCAP achieve our goals by avoiding criticism either verbally or by gesture. Look for opportunities to build rapport with teams that we compete and work with.
- Our swimmers do not benefit from mixed messages in coaching during practices or meets. Please provide them with active listening and encourage them to focus on remaining positive outside the pool.



- Trust and support your swimmer's and coach's decisions around goal setting, training commitments, swim event entries, and meet schedules. Do not impose your ambitions on your child and instead meet them where they are at always.
- As our swimmer's experience transitions and growth common in their adolescent years, no one can control when and where they will swim their best times. What we can control is the work and dedication they bring to practice. Results will come, so please manage your expectations for best times throughout the year.
- We are proud of the caliber of coaches at NCAP. Please respect them as professionals and allow them to coach your child without interference during workouts and meets. This includes not being present on deck during practice or competitions unless you are working at the meet.
 - Support our coaches as they strive to do what is best for each NCAP swimmer.
 - If you have an issue with your swimmer's coach, please approach them in a respectful manner and tone, first seeking to understand their coaching decisions.
 - We encourage you to handle minor grievances between swimmers with the involved NCAP families first. If unsuccessfully resolved, please contact your swimmer's coach.
 - For all other matters, please direct any concerns you may have in private and with respect, first to your swimmer's coach or Head Site Coach; then, if not satisfied, to the main office (sugast@nationscapitalswimming.com).
- We, at NCAP acknowledge, respect and support every person's identity regarding race, identity, sexual orientation, gender identity and all experiences. Parents who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.

Important Reminders:

- ***Parents/guardians are prohibited from contacting a meet director or entering a meet without the coach's consent.***
- ***Parents/guardians must refrain from taking pictures or videotaping at practices.***
 - ***Photos/videos are prohibited by anyone other than a coach or hired professional for training purposes only.***
- ***Know your role: Swimmers – Swim / Coaches – Coach / Officials – Officiate / Parents -Parent.***
- ***Get involved.. be an official, help time, plan a group social. Find something you enjoy!***

SWIMMER CODE OF CONDUCT-

When representing Nation's Capital Swim Club, athletes are expected to behave in an exemplary manner—including travel meets or opportunities with USA Swimming. The reputation of NCAP, as well as the other athletes with you, is dependent on your behavior. NCAP swimmers must always follow the directions of the coaching staff—disrespectful attitudes will not be tolerated from any swimmer.

- Any inappropriate use of cell phones, social media, or other devices is prohibited, especially



in private areas such as the locker room or hotel room and will not be tolerated. **Cell phones cannot be used in the locker room at any time.**

- Swimmers will be respectful of teammates' feelings and personal space. Any athletes who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will result in consequences.
- At NCAP, we respect each other always. We will not tolerate any harassment or inappropriate language towards another athlete based on age, gender, race, ethnicity, culture or religion.
- At NCAP, we value each and every swimmer and appreciate each swimmer's contribution. We will not tolerate any behavior that exploits sexual orientation, gender expression, gender identity, genetics, mental or physical disability.
- Swimmers will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- At NCAP, our swimmers honor and respect others. We value inclusion and will not tolerate swimmers making their teammates feeling unwanted or uncomfortable at NCAP practice, competition or social events.
- As a member of NCAP, you are expected to follow the rules of sportsmanship. Any unsportsmanlike conduct towards swimmers, coaches, parents, other teams, or officials at any time is unacceptable and will result in consequences.
- NCAP does not tolerate bullying. Any bullying or allegations of bullying of any athlete will be investigated and disciplinary action will be at the discretion of the NCAP staff, and potentially the PVS and USA Swimming SafeSport Committee.
- Any act of dishonesty or theft in connection with any swimmer will be investigated by the NCAP staff and appropriate actions taken.
- Any non-consensual physical contact, obscene language or gesture, or other threatening language is not acceptable.
- The consumption of alcohol, the use of tobacco, or use of any non-prescribed drugs or illegal substances of any kind will not be tolerated and will result in an appearance with NCAP staff.

Athletes must obey all of USA Swimming's rules and codes of conduct.

SERVICE HOUR REQUIREMENT-

In preparation for required service hours for the 2025-2026 season there will be a new requirement this season to be more in line with the main sites of NCAP. Nation's Capital Swim Club greatly appreciates the service



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hours that our families provide on an annual basis. It takes many volunteers to staff the swim meets and make these events possible for our swimmers. Thus, we require service hours in order to successfully run the meets we host and attend. We expect all our families to lend a helping hand in our effort to continually support our swimmers.

- 24-25 Service Hour Contact: Ryan Westhafer (ncap.burke@gmail.com)
- **The hour requirements for the 24-25 season can be submitted using the the [NCAP Burke Volunteer Submission Form](#) from 9/1/24-7/31/25.** The requirement is based on each session lasting approximately 3-4 hours.
- We ask that all families volunteer and track their hours using the link above.

THANK YOU FOR YOUR SERVICE!

NCAP OFFICIALS' INCENTIVE PROGRAM

Officials registered with Nation's Capital Swim Club may receive funds to be used towards competition dues for the following season, based on the number of sessions they complete. This program is run in conjunction with our Service Hours requirement. Details of the program are as follows:

- Nation's Capital Swim Club already pays for the registration and background check fees for NEW, FIRST-TIME officials.
 - Officials should register with USA Swimming and pay the registration fee. The NCAP Officials chair will confirm your first-year status. Background check reimbursement requests should be sent to kmccannon@nationscapitalswimming.com with the confirmation report showing a PASSING status.
- Certified Officials will earn \$20 PER SESSION COMPLETED at PVS sanctioned meets to be used towards dues for the 2025-2026 season.
 - *A credit will be applied to your account in July 2025.*

Program details:

- Officials must be registered with NCAP.
 - Officials with athletes on multiple teams are not eligible for this program unless they have their team affiliation listed as NCAP for the entire season.
- Officials must become certified to participate.
 - Officials who complete apprentice sessions but do not certify are not eligible. Sessions as an apprentice will count towards the incentive, but only after certification.
- Officials must complete sessions at at least ONE (1) NCAP club hosted meet.
 - This includes the 4 mini meets, NCAP Invitational, and the Elite Qualifier Long Course meet that NCAP Main hosts as a club.
 - Officials who do not volunteer at least one session at an NCAP Club meet will not be eligible for this program.



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- PVS meets hosted by NCAP do not count towards this specific requirement.
- Sessions must be completed at PVS Sanctioned meets.
 - High School, College, YMCA, PVS-approved or PVS-observed meets do not count towards this incentive program.
 - Sessions MUST be recorded in OTS (Officials Tracking System)*. Sessions not recorded by the Meet Referee are not eligible. Please make sure your record is accurate.
- Sessions must be completed between April 1, 2024 and March 31, 2025.
- Officials with graduating Seniors or no Active Athletes on the team can request their incentives in writing by reaching out to Ryan Westhafer

Potomac Valley Swimming (PVS) has some of the best and most comprehensive training programs in all of USA Swimming. Our officials are routinely selected for high level meets, including Futures, Junior Nationals, the US Open, World Championship Trials, and Olympic Trials!

USA Swimming has revamped the officials certifying process- some positions have clinics posted through USA Swimming's Education module, while other positions are available with PVS clinics. Introductory positions are Stroke and Turn official, and Administrative Official. PVS is still providing training as a computer operator or Electronic Timing System Operator (ETS), but these are no longer certified positions.

Officials are a great group of people to know- we like to have fun, share our experiences, and have a good time- all while sharing our love of swimming. Many officials start while their children are young and continue well after they have grown and left the sport.

BECOMING AN OFFICIAL IS EASY!

Potomac Valley Swimming (PVS) has some of the best and most comprehensive training programs in all of USA Swimming. Our officials are routinely selected for high level meets, including Futures, Junior Nationals, the US Open, World Championship Trials, and Olympic Trials!

We have THREE introductory positions to certify at- Stroke & Turn Official, Computer Operator, and Electronic Timing System (ETS) Operator. Information on each position is below. Clinics for the Table positions (Computer Operator, ETS Operator) are online and self-paced. Your summer league Stroke & Turn clinic may count as a PVS clinic- our officials volunteer in the Summer too! (Check with your League Officials coordinator directly to see if the clinic will count for dual certification).

Officials are a great group of people to know- we like to have fun, share our experiences, and have a good time- all while sharing our love of swimming. Many officials start while their children are young and continue well after they have grown and left the sport.

[How to become a Stroke & Turn Official](#)

[How to become a Computer Operator](#)



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[How to become an Electronic Timing System \(ETS\) Operator](#)

24-25 TEAM OUTFITTING INFO-

- Items below are what is included in the package this season for each athlete.
- Outfitting packages will be ready for pick up at your site in late September. You will receive confirmation by email as soon as it's available.
 - Electronic gift cards will be emailed to the address you use to log in to Team Unify.
 - *Coupons must be used by December 21, 2024.*
- Package Items by athlete group:
 - 3 T-shirts, Car Magnet, Silicone Cap, NCAP Team Store Credit

NCAP ONLINE STORE-

We are thrilled to offer a wider selection of NCAP apparel for our athletes and their families through our own online shop! **Here is the link to our store:** <https://store.ncapswim.com>

- Delivery: Orders will be shipped directly to families.
- We plan to offer in-person pop-up shops throughout the season and will communicate the details to families ahead of time.
- Return/exchange policy: Returns are accepted within 30 days of purchase. Exchanges are accepted within 60 days of purchase. Items must be in NEW condition with tags intact (if applicable).
 - Please contact notifications@nationscapitalswimming.com to make arrangements for returning items.
 - Customer is responsible for return shipping fees.
 - Drop-off/pick-up option during designated times will be available.

SOCIAL MEDIA HIGHLIGHT-

- NCAP would love to highlight more of our coaches across our social media account and we are looking for athlete submissions to nominate their coach to be featured!
 - Please have your athlete submit the form here: <https://forms.gle/tjZ1NSbX54cnfz797>
- NCAP would love to feature more athlete pictures and videos this season! Feel free to send content to our Social Media manager directly by emailing socialmedia@nationscapitalswimming.com.
 - Please include the athlete names (or group name if large number of athletes), training location/group, any relevant information we can share when posting!



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MENTAL HEALTH SERVICES PARTNER-

NCAP is dedicated to supporting mental wellness amongst our athlete population, so our club is continuing to partner with Elite Performance Psychology.

Elite Performance is a group of mental skills specialists and licensed mental health professionals who provide performance enhancement and mental health services to athletes and performers. With a range of experience working with individuals, teams and organizations including The Detroit Lions, Baltimore Orioles, and The University of Maryland, our providers are ready to meet your needs at all competitive levels. More information and their website on how to book a session are included below.

- Sport performance psychology services might include topics such as: goal-setting, confidence, focus, self-talk, motivation, performance anxiety, injury recovery and return to play.
- Clinical mental health concerns may include but are not limited to: depression, anxiety, grief/loss, stress management, and relationship/communication concerns.
- Elite Performance offers 1 to 1 services, team workshops, topic-driven support groups, and public speaking/educational speaking engagements.
- 1 to 1 services are conducted through telehealth, and group workshops can be conducted in-person or virtually, as discussed between the organization and provider.
- They are an out-of-network provider meaning they do not accept insurance, but we are able to provide superbills to clients for possible insurance reimbursement.
- **Please feel free to review their clinician bios and find further clinician contact information on their website at www.eliteperformancepsychology.com.**