



Team Handbook

2024-2025

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SECTION A - INTRODUCTION AND MISSION STATEMENT

INTRODUCTION

The purpose of this handbook is two-fold: to explain to new members just what the Red Dragon Swim Club is and to outline various policies that affect all swimmers, year after year. It should be read by all families to become familiar with important facts and rules of the club.

WHY SWIM?

The USA Swimming age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

Physical Development

Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much?

- Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills.
- Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well.
- Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
- Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
- Swimming is the most injury-free of all children's sports.
- Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Master's Swimming programs are still training and racing well into their 80's.

GENERAL DESCRIPTION AND OBJECTIVE

The Red Dragon Swim Club, founded in September of 2008, is a growing USA Swimming club drawing swimmers from both North Dakota and Minnesota. We offer a guided age-group youth program for children age 6 and up as well as opportunities for college and masters swimmers.

MISSION STATEMENT

The Red Dragon Swim Club seeks to provide an a safe, supportive opportunity for all swimmers, regardless of age or ability, to reach their highest personal potential as both a person and athlete. We understand that winning is much more than one's place in the finish of a race, and we are committed to helping children grow in character, physical development, and skill.

PHILOSOPHY OF COMPETITION

The Red Dragon Swim Club does not see the first place person as the only winner. We'd rather look to see who behaves like a winner. There are certain characteristics of a winner, and every swimmer, no matter where they place, has the opportunity to emulate those characteristics: concentration, listening skills, and working toward goals.

Sports is not an end in itself, but a vehicle we use to teach children life skills and how to reach their potential. We use sport as organized play to demonstrate and measure one's abilities. Seen in that light, winning without learning is not the Red Dragon Swim Club's desired intention. In competition, the important measure is not who collected the most medals, or even who improved the most seconds. The real critical measure is who learned the most from the competitive experience.

Swimmers are encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmers "best" stroke changes as they mature and his/her body goes through physical changes.

Swimmers quickly forget the medals, records, and other material benefits. They will, however, remember the development of interpersonal skills, discipline, listening skills, time management, goal setting, and enhanced self- image. These are the things that make the swimmer a more successful person with a better chance of living a life closer to their peak potential, and to contribute to the world they live in.

NORTHERN LIGHTS CONFERENCE (NLC)

The following clubs make up the NLC: Alexandria, Bemidji, Fergus Falls, Morris, Moorhead, Detroit Lakes and Perham. The NLC was formed to give our swimmers the opportunity to participate in meets, in our area, without having to travel a great distance. Many weekend meets are held quite a distance away, and because of our location; regular participation in most weekend meets is not always practical. Our association allows us the opportunity for sanctioned swim meets, on a regular basis, a little less formal than the weekend meets, and closer to home. Regular long course season swim meets with the swim clubs in the NLC are usually held on Tuesday or Thursday evenings. These meets are open to all swimmers regardless of achieved times.

USA SWIMMING

USA Swimming is the National Governing Body for amateur competitive swimming in the United States. At its headquarters office, located at the Olympic Training Center in Colorado Springs, Colorado, USA Swimming staff interact with 59 Local Swimming Committees (LSC's), athletes, coaches and volunteers at all levels to provide a variety of services to 220,000 registered athletes, 20,000 non-athletes and 2,500 swim clubs.

As the National Governing Body for the sport, USA Swimming is charged with the responsibility to formulate rules, conduct national championships, disseminate safety and sports medicine information, select competitors to represent this country in international competition, insure the development of its' member clubs and age group swimmers.

USA Swimming is the ruling body of sanctioned swimming meets in the United States. USA Swimming meets are designed to protect the swimmer, provide fair and equitable conditions of competition, and promote uniformity in the sport so that no swimmer shall obtain an unfair advantage over another.

SECTION B -- COACHING STAFF AND TEAM STRUCTURE

COACHING STAFF

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The Red Dragon Swim Club staff consists of many current and former athletes of the Minnesota and North Dakota swimming community. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

Jessica Colby, Head Coach

Jessica Colby is from Anoka, Minnesota where she swam for Anoka High School and the YMCA Barracuda Club for 5 years. Jessica attended MSUM and majored in Exercise Science and Multimedia Journalism along with minors in Coaching, Strength and Conditioning, and Sports Communication. Jessica has been with Red Dragons for 6 years. Within those 6 years, Red Dragons has had 4 Zones qualifiers, 10 Sectional qualifiers, 3 Futures qualifiers, 3 NCSA qualifiers and 1 Junior National qualifier, along with athletes continuing their athletic career in Division I, II, and III. Jessica was selected as the 2020 MN All Star Team Assistant Coach, 2022 MN Central Zones Assistant Coach and 2023 MN All Star Team Assistant Coach. She also has served Minnesota Swimming as a Coach Rep and Technical Planning Chair. Jessica loves coaching all ages because of their smiles and pure happiness of swimming.

Responsible for:

- USA Swimming Registration for coaches and swimmers
- Collecting meet fees and dues
- Publishing roster
- Publicity
- Developing and maintaining handbook
- Recruiting
- Maintaining contact with members
- All meet entries
- Billing and collection of entry fees
- Pre-verification of times
- Keeping best times
- Distribution of meet information
- Banquets and other team functions

- Intra-squad meets
- Team Awards
- Scheduling swim meet dates and locations
- Season planning and developing daily workouts

Sydney Bischoff, Assistant Coach

Sydney Bischoff is from Fargo, ND. She graduated from Davies High School in 2020. Sydney started swimming for Red Dragons in 2015. In high school, she swam for 4 years as a backstroke and freestyler. She received the coaches award. As a Red Dragon swimmer, she received the high point award. This is Sydney's first year coaching for the Red Dragons. Sydney is currently attending Minnesota State University for Early Childhood Education. When Sydney is not at the pool, she loves being outside and spending time with friends.

Alanah Mack, Assistant Coach

Alanah Mack is from Thief River Falls, MN. She graduated from Lincoln High School in 2021. She began swimming in third grade for a local club team called Tiger Sharks. She swam competitively for 7 years as a freestyler. She has lettered 6 times, attended sections 5 times, was a captain her senior year, and received the coaches award her senior year. Alanah has worked as a lifeguard and swimming lessons instructor throughout her 4 years in high school so her favorite part about becoming a Red Dragon coach is to get back in the pool again and build relationships with the other coaches and swimmers. Alanah is currently attending MSUM pursuing a degree in social work. When not swimming, Alanah is either hanging out with friends or watching movies.

Calie Berg, Assistant Coach

Calie Berg is from Moorhead, MN. She graduated from Moorhead High School in 2023. Calie started swimming for Red Dragons in 2015. She swam for 4 years as a backstroke and freestyler for Moorhead Spuds Swim and Dive in High school. She attended sections twice. Calie is currently attending Minnesota State University Moorhead for Social Work. Calie is excited to coach and see all the swimmers who are excited to participate and watch them progress and improve as athletes.

Kayli Ginninchio, Assistant Coach

Kayli Ginocchi is from Marshall, MN. She started swimming competitively at 5 years old with the Adams Central Swim Club in Monroe, IN. She continued on after her family move at age 8 with Southwest Swim Club and Marshall High School. She practiced with Red Dragon Swimming in the winter of 2019 and 2020. She was mainly an IMer, breaststroke, and distance swimmer. Kayli graduated from Minnesota State University Moorhead in 2021, with a Bachelor's in Exercise Science. She is now going back to school and applying for Master's in Athletic Training programs. Kayli began coaching for Red Dragons in December of 2022. Her favorite part of being a Red Dragon coach is helping her swimmers reach their goals in and out of the pool

Cassie Isaug, Assistant Coach

Cassie Isaug is from Moorhead, MN. She graduated from Moorhead High School in 2021. She started swimming competitively in third grade for the NLSA Marlins. She continued on the Marlins until seventh grade when she joined the Moorhead High School Swim and Dive Team. She spent six years on the MHS Swim and Dive Team. Cassie ended her high school swimming career as a captain for the team and helped lead the team to winning the Section 8AA championship in 2020. Her favorite stroke is breaststroke. Cassie has worked as a lifeguard and swim instructor for six years. She is excited to see the hard work and dedication of the swimmers pay off and the joy it brings them to reach that goal. Cassie is currently attending MSUM, double majoring in Spanish and Teaching English as a Second Language. When she is not at the pool, Cassie likes to hang out with friends and listen to music.

Kendal Rantanen, Assistant Coach

Kendal Rantanen is from Thief River Falls, Minnesota. She graduated from Lincoln High School in 2023. She swam for the local club team, Tiger Sharks, since third grade. Kendal swam competitively for the TRF Prowlers for 7 years, swimming mostly freestyle, backstroke, and butterfly. She attended sections and lettered 7 times, was a captain for two years, and received the coaches award. Kendal competed at the MN State swim meet in both her junior (100 backstroke) and senior years (200 Medley Relay, 100 butterfly, and 100 backstroke). She worked as a lifeguard and swimming lessons instructor in high school. This is Kendal's first year as a coach for the Red Dragons. She is excited to build relationships with the swimmers and other coaches while simultaneously encouraging the swimmers and challenging them to do their best! Kendal is currently attending MSUM and is pursuing a degree in Elementary Education.

Kayley Bischoff, Assistant Coach

Kayley Bischoff is from Fargo, ND., and is a senior at Davies High School. Kayley discovered her love for swimming when she joined the Red Dragons in the 8th grade. During high school, she competed on the Davies Girls Swim & Dive team for 5 years as a freestyler where she qualified for state her sophomore, junior, and senior year. Following graduation, Kayley plans to attend Minnesota State University Moorhead majoring in Elementary Education. Kayley currently works at Faith Kids and was previously a junior coach for the Dragons and really enjoyed working with the younger swimmers. She is excited to continue helping children learn to swim as well as improving their skills and confidence in the water. In her free time she enjoys traveling and spending time with family and friends.

Brady Wolkow, Assistant Coach

Kierstyn Dietel, Assistant Coach

Assistant Coaches' Responsibilities:

- Developing and maintaining handbook
- Fun functions
- Banquets
- Intra-squad meets
- Team Awards
- Developing Workouts
- Season planning

Jenna Brendemuhl, Junior Coach

Jenna Brendemuhl is from Moorhead, Minnesota, where she has swum for her high school team, the Spuds for 5 years, and is a team captain. She has been a Red Dragon for 9 years. Jenna is a junior at Moorhead High School and is a part of Leadership Academy. She enjoys coaching the enthusiastic littles of the team. She also has worked as a lifeguard for 2 years. After high school, Jenna plans to continue her education close to home.

Carter Reburn, Junior Coach

Carter Reburn is from Moorhead, Minnesota. He began swimming competitively at age 8. He currently swims with the Red Dragons and his high school team, the Moorhead Spuds. Carter is a junior at Moorhead High School. He enjoys working with younger athletes to help them develop their technique as well as their passion for an athletic lifestyle. Additionally, he teaches group and private swim lessons and has served as a lifeguard for the Moorhead Municipal Pool. After high school, Carter aspires to attend MSU Moorhead to become a music educator.

Emma Brinkman, Junior Coach

Junior Coaches' Responsibilities:

- Fun functions
- Intra-squad meets
- Assist in Developing Workouts
- Transition to Athlete Role to Coach Role

COACHES RESPONSIBILITIES

The coaches' job is to supervise the entire competitive swim program. The Red Dragon Swim Club coaching staff is dedicated to providing a program for young athletes that will enable them to learn the value of striving to improve oneself--"to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

1. The coaches are responsible for placing swimmers in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/ she will be placed in a more challenging training group by the coach.

2. Sole responsibility for stroke instruction and the training regimen rests with the Red Dragon Swim Club coaching staff. Each group's practices are geared to the specific goals of that group. Please realize that some technique errors may be temporarily overlooked at a practice in order to focus on another area of technique.

3. The coaching staff will make the final decision concerning which meets Red Dragon Swim Club swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered into.

4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their child's performance)

5. The building of a relay team is the sole responsibility of the coaching staff.

The coaching staff is constantly updating and improving the Red Dragon Swim Club program. It is the swimmers and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

PRACTICE GROUPS

The Red Dragon Swim Club emphasizes long-term rather than short-term results; to accomplish this it is important to establish training groups of swimmers who are compatible in respect to abilities, commitment levels and goals. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical challenge will be introduced to the training program.

MINI-DRAGONS

The Mini Dragons are a practice group within the Red Dragon Swim Club for kids' ages 6-10 who want to swim competitively. Swimmers must be able to swim 25 yards (the long way across the pool) but they do NOT need to do so legally or know all four competitive strokes. The Mini-Dragons will focus on developing; stroke technique, learn swimming drills, starts, turns and the rules of competitive swimming.

Beginner Mini Dragons The beginner mini dragons are still learning the foundations of each stroke and beginning the fundamentals of flip turns and open turns.

Advanced Mini Dragons The advanced mini dragon group is made up of swimmers that can perform all 4 competitive strokes well and have a willingness to take direction. In addition, advanced mini dragons can perform a standing dive from the blocks and a somersault on the wall.

RED DRAGONS

At each practice group level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long term goal of total excellence is always in mind. As each child is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer's physical, mental, and emotional level of development.

Bronze Group The majority of time is spent working on refining stroke mechanics. These swimmers have started to exhibit good swimming skills and will be introduced to some training skills.

Silver Group These swimmers have started to exhibit good swimming skills. They spend their time equally between stroke technique and training skills.

Gold Group The gold group has two groups: Gold 1 and Gold 2. The group consists of swimmers that exhibit a high level of swimming and workout ability. These swimmers are expected to be mature, dedicated, responsible, and dependable. It is also recommended that swimmers participating in the Gold practice group attend 3-4 practices per week to benefit the most from the workouts and dryland. You must be at least 12 years old to be in Gold.

SECTION C -- SWIMMER'S PRACTICE TIMES AND RESPONSIBILITIES

PRACTICE TIMES

Practices are the most important part of competitive swimming. Consistent training is needed to progress through the practice groups, develop stroke technique and drop time. Therefore, it is important that each swimmer regularly attends practice in order to derive the full benefits of the program.

PRACTICE AND ATTENDANCE POLICIES

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. These policies have been designed to provide the best possible practice environment for all.

1. As a general rule, the least possible interruption in the practice schedule will produce the greatest amount of success. The club does, however, encourage swimmers to participate in other activities in addition to swimming.
2. Swimmers should arrive at the pool no earlier than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim **5 minutes prior to the start of practice**.
3. Plan to stay the entire practice. The last part of practice is very often the most important. Usually, there are also announcements made at the end of each practice. In the event that your child needs to be dismissed early from practice please e-mail Head Coach to check on any announcements you may have missed.
4. Occasionally, most of the team may be attending a meet, in which case you will be notified of a practice change or cancellation.
5. Parents are not allowed on the pool deck during practice unless it is an emergency.
6. Parents are encouraged to observe practice from the stands. Do not try to communicate with any swimmer from the observation area. This is not only distracting to the swimmer, but can also be distracting to the entire team as well as the coach. If parents try to interact during practice with their athlete it will lead to early dismissal of that athlete for that practice.

ILLNESS AND INJURY

Whenever possible, please inform coach Jessica in advance of an illness or injury, regardless of how serious or trivial it may be. If your swimmer will be out of the water over a long period of time with an injury or illness, please notify Red Dragon Swim Club (763-229-7701 or reddragonswimming@outlook.com) so the coaching staff is aware of the problem.

SWIMMERS RESPONSIBILITIES

As a swimmer's level of swimming ability increases so does his/her responsibility. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers will be required to bring the following training accessories to practice:

- Goggles –appropriate fit and have at least 1 extra pair
- Swim Cap - have at least 2 team caps and a practice cap
- Appropriate practice suit (NO swim trunks, or 2 piece suits)

It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as excuse to miss part of practice. Swimmers joining the Red Dragon Swim club for the first time will receive a team swim cap upon registration. It is the coaches' recommendation to have at least one spare team cap in case one is lost or ripped.

GROUP EQUIPMENT REQUIRMENTS

Beginner Minis - Equipment bag, kickboard, pullbouy
Advanced Minis - Equipment bag, kickboard, pullbouy
Bronze - Equipment bag, kickboard, pullbouy, paddles
Silver - Equipment bag, kickboard, pullbouy, snorkel, paddles
Gold - Equipment bag, kickboard, pullbouy, snorkel, paddles, fins

ATHLETE CODE OF CONDUCT

In order for an athlete to participate in the Red Dragon Swim Club, a Code of Conduct signed by both the parent and the swimmer must be on file. As a club, we desire to teach and encourage good conduct and sportsmanship among our athletes, coaches, and fans. To help achieve that goal, a Code of Conduct for athletes is to establish a consistent expectation for athletes' behavior.

As an athlete member of the Red Dragon Swimming Club, I will abide by the following guidelines:

Practice Conduct

- I will do my best to arrive to practice in a timely manner.
- When I arrive at practice, I will have all required equipment with me, ready to be used at any time.
- I will give full attention when a coach is speaking; this includes eye contact and full mental involvement in the instruction or workout.
- I will attend all team meetings and training sessions, unless I am excused by my coach.

Meet Conduct

- I will arrive at a meet for warm up in a timely manner.
- I will be sure to check myself in by the required time.
- I will not scratch any events until first speaking with a coach.
- I will give my best effort in every event I participate in.
- I will maintain good sportsmanship in victory or defeat.
- I will act in a way that does not bring discredit to myself, my team, or USA Swimming.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will win with humility, lose with grace and do both with dignity.

Team Conduct

- I will be a good teammate at practice and at meets, displaying team spirit and team loyalty.
- I will take ownership in my performance and understand that my effort will be the cause for my success.
- I will respect the knowledge of the coaching staff and openly receive their input about stroke technique, training, and race strategy.
- I understand that it is my responsibility to attend practice and meets, and my progress will be directly affected by my level of attendance and participation.
- I will respect and show courtesy to all coaches, teammates, and adults involved with the Red Dragon Swimming Club at all times.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions and team activities by the Red Dragon Swimming Club; understanding the privilege we are provided with the use of the facilities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive or illegal.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will provide myself limitless opportunities by maintaining positive self-esteem, and using self-motivation, self-discipline and efficient time management skills to maximize my training experiences.
- I will obey all of USA Swimming's rules and codes and conduct.
- Above all I will HAVE FUN, and allow myself to benefit from all the lessons and joys brought through age group swimming.

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

SECTION D -- PARENT'S SECTION

PARENTS. YOUR ATHLETE NEEDS YOU

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your swimmer makes depends to a great extent on this relationship. It is with this in mind that we ask you to consider this section as you join the Red Dragon Swimming Club and reacquaint yourself with this section if you are a returning Red Dragon Swimming Club parent.

You have done a great deal to raise your child. You create the environment in which they are growing up. Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that a parent loses some of his/her ability to remain detached and objective in matters concerning his/hers children's athletics. The following guidelines will help you keep your child's development in the proper perspective and help your child reach his/her full potential as an athlete.

The Coach is the Coach!: We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and oftentimes insurmountable, confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact the coach.

Best Kind of Parent: The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to perform well in competition.

Ten and Unders: Ten and Unders are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport.

Not Every Time: Even the very best swimmer will have meets where they do not do their best times. These "plateaus" are a normal part of swimming. Over the course of a season times should improve. Please be supportive of these "poor" meets.

PARENTS RESPONSIBILITIES

Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits, they will serve your children well.

The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent. Below is a reprint of an article called, "The Ten Commandments for Parents of Athletic Children." It offers some very useful and sound advice on communicating with your swimmer.

The Ten Commandments For Parents of Athletic Children

Reprinted from The Young Athlete by Bill Burgess included in "The Swim Parents Newsletter"

- I. Make sure your child knows that - win or lose, scared or heroic – you love him/her, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- II. Try your best to be completely honest about your child's athletic ability, his/her competitive attitude, their sportsmanship, and their actual skill level.
- III. Be helpful, but don't coach him/her on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.
- IV. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.
- V. Try not to re-live your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off at times, you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his world turns bad. If he/she is comfortable with you – win or lose – he/she is on their way to maximum achievement and enjoyment.
- VI. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.
- VII. Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.
- VIII. Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.

- IX. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.
- X. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort.

PARENT CODE OF CONDUCT

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

As a parent member of the Red Dragon Swimming Club, I will abide by the following guidelines:

Practice Conduct

- I will do my best to have my athletes to practice in a timely manner.
- I will not step on the pool deck during practice so coaches can conduct a quality practice.
- I will notify the Head Coach if we will be taking a month off from the team in a timely manner.

Meet Conduct

- I will have my athlete at the meet for warm up in a timely manner.
- I will not scratch any events until first speaking with a coach.
- I understand my athlete may be focusing on something new that has been worked on in practice which may result in time gain at a meet.
- I will refrain from discussing meets on the car ride home.
- I will support my athlete in victory or defeat.
- I will maintain good sportsmanship in victory or defeat.
- I will act in a way that does not bring discredit to myself, my team, or USA Swimming.
- If I disagree with an official's call, I will talk with the coach and not approach the official directly.
- I will help guide my athlete(s) to win with humility, lose with grace and do both with dignity.

Team Conduct

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents and all facilities.
- I will refrain from discussing negatively of other athletes and families with my own athletes.
- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices and 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 all officials.
- I will direct my concerns to first to the Head Coach of Red Dragon Swimming; then, if not satisfied, to the appropriate supervisor.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

COMMUNICATION

Team Social Media – Our website has information about meets, the coaches, the current team handbook, announcements and the practice schedule can be found on the Red Dragon website. Our site is located at **reddragonswimming.com** and will contain all of the information our families need to stay current with what is happening on our team. Please also check social media for practice cancellations due to weather or pool closures. We also have a Facebook page, a parent Facebook group and Instagram.

E-mail -Most communication, such as meet information and practice schedules, will be e-mailed to families monthly or more often as needed. The easiest way to ask questions or get additional information is to send an e-mail to Head Coach at

reddragonswimming@outlook.com. They will get back to you as soon as they can. A weekly update will be sent out each Monday unless it is a holiday or practice is canceled on Monday.

Swim Club Cupboard - The cupboard at the MSUM pool holds signup sheets, ribbons, lost and found from meets/practice as well as team apparel or suits that have come in. Please make it a point to check the items in the cupboard periodically.

Drop Box - The grey drop box located in the hallway leading to the pool is a great way to drop off meet fees or club dues when Head Coach is not available. Please make use of this box; please do not leave fees with the Dragon Swim School staff at the desk in the pool area. Occasionally the checks get deposited by Dragon Swim School before they are picked up by the club.

When contacting the coaches, please be considerate. The best way to speak with the coaches is to meet them after practice. If you need to get a hold of a coach before practice call Head Coach at 763-229-7701. Parents will refrain from contacting Assistant Coaches at any time during the season.

PROBLEMS WITH A COACH?

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short term inconvenience.
3. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head coach join the dialogue as a third party.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

SECTION E -- BOARD OF DIRECTORS AND FINANCIAL INFORMATION

BOARD OF DIRECTORS

The administrative functions of the club are overseen by the Board of Directors. The board consists of the club president (Rachel Tuel), the head coach of the Red Dragon Swim Team (Jessica Colby), Member at Large/Treasurer (Michelle Swanson), Assistant Coach (Alanah Mack) and a parent (Chris Hetzler)

FEE STRUCTURE

- I. The current club fees are:
 - A. The yearly USA registration fee when you join the Club:
 1. USA Registration Fee
 - a. \$70 due at your initial registration online with USA Swimming
 - b. Renewals will begin September 1st and continue through Mid-December. All swimmers participating during this time are required to renew their USA membership during this time period. After the initial renewal deadline has passed all late renewals will incur a \$5 late fee.
 2. USA LSC Registration
 - a. \$10 due at your initial registration online with Team Registration
 - B. Monthly Club Dues:
 1. Characteristic of any business, the Red Dragon Swim Clubs expenses begin the first day of every month. A positive cash flow is required to assure payroll requirements and various other expenditures are covered. It is, therefore, imperative for all Red Dragon parents to pay their swimmer's monthly fees on or before the first of each month, just as you do your credit card, mortgage or utility payments. If fees are not current, your swimmer will not be allowed to participate in practice.

2. If your family is taking a break from training with Red Dragons, families are required to send an email to reddragonswimming@outlook.com time stamped no later than 25th of each month. After this time there will be no refund is given.
3. The dues amount does not vary based on the number of practices your swimmer attends.
4. In case of illness or injury no refund will be issued, however, credit may be given towards another practice month and is up to the discretions of the Head Coach.
5. For new members joining after the 1st of the month, the remainder of the month will be pro-rated
6. Monthly Dues:
 - a. \$95 – Gold Practice Group
 - b. \$85 – Silver Practice Groups
 - c. \$85 –Bronze Practice Groups
 - d. \$75– Advanced Mini-Dragons
 - e. \$60 – Beginner Mini Dragons

C. Financial Assistance

1. USA Swimming “Outreach” Membership
 - a. Provides USA swimming memberships to economically disadvantaged youth.
 - b. Applicants must provide proof of qualifying for the public school reduced/ free lunch program.
2. Financial Assistance for Monthly Dues
 - a. The Red Dragon Swim Team believes that no athlete should be turned away due to financial hardship. All financial assistance information is held confidentially, for more information please contact Head Coach.

ENTRY FEES

At the beginning of the season you will receive a meet calendar for the remainder of the season. You will be billed separately for each upcoming meet that your swimmer's participating in. The entry fee will be due at the time meet entries are due. Typically, you can expect to be charged \$2.20-\$15.00 per event depending on the meet entered. And a flat fee to enter your athlete which ranges from \$15-\$80. In most meets, swimmers can swim three to five events per day. The Red Dragon Swim Club will then write the host club a check for all the entry fees collected for the swimmers on our team.

INSURANCE

All Red Dragon Club swimmers must have a current USA Swimming membership. This membership not only supports swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club. The membership cost for USA Swimming is currently \$80.00 per year (See section FEE STRUCTURE for fee break down). This fee is charged and collected at the time of registration. USA Swimming has adopted two major insurance programs:

1. Secondary Accident Medical Protection;
2. A self-funded Liability Insurance Program.

These two programs are intended to provide reasonable protection for USA Swimming athletes and clubs.

SECTION F – SAFESPORT & GRIEVANCE PROCEDURE

WHAT IS SAFESPORT?

USA Swimming and Red Dragon Swimming is committed to providing a healthy and positive environment free from abuse for all its members. USA Swimming’s SafeSport program, a comprehensive abuse prevention program, consists of a multi-layered approach to keep kids safe, including: required policies and best practice guidelines; mandatory screening, including criminal background checks and employment screening; training and education; monitoring, supervision and mandatory reports.

MINOR ATHLETE ABUSE PREVENTION POLICY (MAAPP)

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

One on One Interactions

I. Observable and Interruptible

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor’s legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

II. Meetings

Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the Red Dragon Swimming.

IV. [Recommended] Individual Training Sessions

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

Social Media and Electronic Communications

I. Content

All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete. When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by Red Dragon Swimming, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" Red Dragon Swimming and/or LSC's official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

Travel

I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

[Recommended] Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

- a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained. When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.
Team Managers and Chaperones who travel with Red Dragon Swimming or LSC must be USA Swimming members in good standing.
- b. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.
- c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

Locker Rooms and Changing Areas

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

III. Undress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.

IV. One-on-One Interactions

Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

V. Monitoring

Red Dragon Swimming must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.

VI. Legal Guardians in Locker Rooms or Changing Areas

Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same- sex legal guardian and the legal guardian should notify a coach or administrator in advance.

Action Plan to Address Bullying

Bullying of any kind is unacceptable at Red Dragon Swimming Club and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment

for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club's Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that Red Dragon Swimming takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

I. What is Bullying?

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

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

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

II. Reporting Behavior

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

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

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

II. How We Handle Bullying

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

- a. Intervene immediately. It is okay to get another adult to help.
- b. Separate the kids involved.
- c. Make sure everyone is safe.
- d. Meet any immediate medical or mental health needs.
- e. Stay calm. Reassure the kids involved, including bystanders.
- f. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

Finding out what Happened

1. First, we get the facts.

- a. Keep all the involved children separate.
- b. Get the story from several sources, both adults and kids.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

- 2. Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
- Review the USA Swimming definition of bullying;
 - To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
 - Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - Once you have determined if the situation is bullying, support all of the kids involved.

Supporting the kids Involved

1. Support the kids who are being bullied

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

2. Address bullying behavior

- Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- Work with the child to understand some of the reasons he or she bullied. For example:
 - Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - Write a letter apologizing to the athlete who was bullied.
 - Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - Clean up, repair, or pay for any property they damaged.
- Avoid strategies that don't work or have negative consequences:
 - Zero tolerance or “three strikes, you're out” strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

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

- Be a friend to the person being bullied;
- Tell a trusted adult – your parent, coach, or club board member;

- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
- d. Set a good example by not bullying others.
- e. Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

GRIEVANCE PROCEDURE

The Board of Directors have the authority to impose penalties for infractions of the Red Dragon Swimming Athlete, Parent and Coach. Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and/or Red Dragon Swimming Board of Directors and may include, but aren’t limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

Whom to Notify of a Grievance (Chain of Command)

Regarding the Conduct of a Swimmer - Contact the swimmer’s coach.

- Should a parent or swimmer feel another swimmer’s conduct is inappropriate or violates the Red Dragon Swimming Club Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the Red Dragon Swimming Club Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Age Group Coach - Contact the Head Coach

- Should a parent or swimmer feel an Assistant or Age Group Coach’s conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the Red Dragon Swimming Club Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding Conduct of Head Coach – Notify the Red Dragon Swimming Club Board President

- Should a parent or swimmer feel the Head Coach’s conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the President of the Board of Directors of this violation. This complaint should be made in person or in writing. If the President is not immediately available, this complaint may be presented to any member of the Board of Directors, with notification made in writing to the President. This complaint will be subject to review and discussion by the full Board of Directors.

Regarding Board of Director Member Conduct - Notify the Red Dragon Swimming Club Board President

- Should a parent or swimmer feel a Director’s conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Board President of this violation in person or in writing. If the Board President is the Director whose conduct is in question, the Board Vice President should be notified in writing or in person *instead of* the Board President. This complaint will be reviewed and discussed by the full Board of Directors.

Regarding Parent or Swim Official Conduct - Notify the Head Coach and Board President

- Should a parent or swimmer feel another Red Dragon Swimming Club parent’s or an official’s conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors.

Note: With the exception of issues which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should **not** be expected to deal with issues during water time.

How Grievances will be Handled

1. Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the Red Dragon Swimming grievance procedure form.
2. Assessing Behavior: The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.
3. Consequences will be given and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:

- a. Nature of the misconduct
 - b. Severity of the misconduct
 - c. Prior disciplinary actions
 - d. Adverse effect of the misconduct
 - e. Application of the Code of Conduct
4. Levels of Consequences:
 1. First Offense
 2. Second Offense
 3. Third Offense

Note: Not every situation is the same. Every situation is unique and will be given disciplinary action to its own situation.

SECTION F -- SWIM MEETS

COMPETITIVE STROKES

The four competitive strokes are (1) freestyle, (2) backstroke, (3) breaststroke, and (4) butterfly. Events are held in all of the competitive strokes at varying distances depending on the age-group of the swimmer. In addition, there is a combination of the strokes swum by one swimmer called the individual medley. Other swimming events include relays, which are a group of four swimmers who either all swim freestyle (freestyle relay) or each swim one of the competitive strokes in the order of backstroke, breaststroke, butterfly and freestyle (medley relay).

SWIM SEASONS

The swim year is divided into two seasons. The winter, or "short course", season runs from mid-September to end of March. The meets are held in a 25-yard pool. The summer, or "long course", season runs from early April to Beginning of August. Meets are generally held outside in 50 meter pools (Olympic size).

AGE GROUP CLASSIFICATIONS

There are seven different age group classifications recognized by USA Swimming: 8-Under, 9-10, 11-12, 13-14, 15-16, 17-18, and Senior. The Senior classification includes any registered swimmer who has achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmers age on the first day of a meet will govern the swimmers age for the entire meet.

Within each age-group there are different nationally recognized levels of achievement based on times. These are called Motivational Time Standards. All swimmers begin as "C" swimmers. As they improve, they advance from "C", to "BB", "B", "A", "AA", "AAA", and ultimately "AAAA". The times required for each ability level are published each year by USA Swimming. In some cases, a swimmer may be in a different class in each stroke. An example: a "C" breaststroke time, a "B" freestyle time, and a "AA" backstroke time.

Some swim meets set certain qualification standards. In order to swim in a certain classification, a swimmer must have achieved the qualifying time for that particular classification.

MINNESOTA LSC (LOCAL SWIMMING CLUB) MEETS

In Minnesota Swimming, we have 5 time standards: Bronze, Silver, Gold, CHAMP, ZONE. Some Meets require athletes to achieve time standards to enter into the meet.

Dual Meets

Dual meets consist of only two teams competing against each other. This is not very common for club meets but they do happen!

Invites / Invitationals

Invites are swim meets the majority of USA Swimming clubs attend. Invites have many clubs from the local area in attendance.

Conference Meet

Conference meets are meets for clubs in the area to host and have them only attend. Most conference swim meets are closed and do not allow teams that are not members of the conference to attend.

MAC (Minnesota Achievement Championships)

MAC is a meet created by Minnesota Swimming. MAC is during the long course season and is for athletes who achieve bronze level time standards, but not faster. There is not a MAC meet for short course season.

MRC (Minnesota Regional Championships)

MRC is a meet created by Minnesota Swimming. MRC is a swim meet for athletes who achieve bronze times in 50s / 100s and silver times in 200s and longer events. Anyone who has a CH time in an event cannot swim in that event at MRC.

10 and Under State

10 and Under State is for all athletes under the age of 10 in Minnesota who achieved a CH time in the age group of the first day of the meet. You can advance to this meet by swimming a CH time at a swim meet or winning your event in your age group at MRCs.

11- 14 State

11-14 State is for all athletes 11-14 age group in Minnesota who achieved a CH time in the age group of the first day of the meet. You can advance to this meet by swimming a CH time at a swim meet or winning your event in your age group at MRCs.

Senior State

Senior State is for all athletes in Minnesota who achieve a CH time in the senior time standard. There is not age limit in Senior State. Any athlete who achieves a qualifying time may attend the swim meet.

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT SWIM MEETS...BUT, WERE AFRAID TO ASK

Swim meets are a great family experience! They're a place where the whole family can spend time together. Listed below are some guidelines geared to help you through your first couple of swim meets. It may seem a little overwhelming, but we tried to be as specific and as detailed as we possibly could.

Before the Meet Starts

1. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be listed in the meet information
2. Upon arrival, find pool entrance for athletes to find their coach. The team will sit on deck together, so look for some familiar faces or team banner.
3. Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. Swimmer's bodies are just like cars on a cold day-he/she needs to get the engine going and warmed-up before he/she can go all out.
4. After warm-up, your swimmer will go back to the area where his/her towels are and sit there until the next event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in.
5. The meet will usually start about 10 minutes after warm-ups are over.
6. According to USA Swimming rules (because of insurance purposes), parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.
7. Heat Sheets. A heat sheet is usually available for sale in the lobby or concession area of the pool. Heat sheets generally sell for around \$5. It lists all swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event.
8. When a swimmer has completed all of his/her events he/she and their parents can go home. Make sure, however, your swimmer checks with the coach before leaving to make sure your swimmer is not included on a relay. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and he/she is not there.

What To Take To The Meet

1. Most important: Swim Suit, team swim cap and goggles.
2. Second most important: NO GLASS. If glass breaks on the pool deck, the meet will be immediately cancelled and the pool will need to be drained.
3. Towels-Realize your swimmer will be there awhile, so pack at least two.
4. Something to sit on. Example: sleeping bag, old blanket, or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it.
5. Warm Ups: Sweat shirt and pants. Each swimmer may want to bring two because they can get wet and soggy.
6. T-shirts: Two or three. Same reason as above.
7. Games: travel games, coloring books, books, anything to pass the time.
8. Food: Each swimmer is usually allowed to bring a small cooler. It is better to bring snacks. They usually have snack bars at the meet, but the lines are long and most of the time they only sell junk food. Suggestions for items to bring: Drinks:

Hi-C, Fruit juice, Gatorade, WATER! Snacks: Granola bars, fruit snacks, yogurt, cereal, jell-o cubes, sandwiches, nuts, pretzels, Cheez-It's/crackers.

9. Try to have you athletes not bring phones on deck. They can use it for music but we want them to be engaged at the meet and socialize with other team members

Once you have attended one or two meets this will all become very routine. Please do not hesitate to ask any other Red Dragon Swim Club parent or coach for help or information!

Special Parent's Note

The pool area is usually very warm. Therefore, you need to make sure you dress appropriately. Nothing is worse than being hot at a swim meet. It makes the time pass very slowly!

BASIC RULES AND TERMINOLOGY USED IN SWIMMING

Basic Rules:

The technical rules of swimming are designed to provide fair and equitable conditions of competition and to promote uniformity in the sport. Each swimming stroke has specific rules designed to ensure that no swimmer gets an unfair competitive advantage over another swimmer.

Trained officials observe the swimmers during each event to ensure compliance with these technical rules. If a swimmer commits an infraction of the rules, a disqualification will result.

Disqualification: This means that the swimmer will not receive an official time and will not be eligible for an award in that event. Disqualifications may result from actions such as not getting to the starting blocks on time, false starting, advancing themselves by walking on or pushing off the bottom of the pool, pulling on the lane lines or unsportsmanlike-like conduct. A disqualification should be treated as a learning experience, not as a punishment. Disqualifications are also a result of technical rules violations. They include but are not limited to:

Freestyle: Walking on the bottom, Pulling on the lane rope, Not touching the wall on a turn, Not completing the distance

Backstroke: Pulling or kicking into the wall once a swimmer has turned passed the vertical onto the breast, Turning onto the breast before touching the wall with the hand at the finish of the race.

Breaststroke: Illegal kick such as flutter (freestyle), dolphin (butterfly), or scissor (sidestroke), Shoulders not level, Alternating movements of the arms, Taking two arms strokes or two leg kicks while the head is under water, Touching with only one hand at the turns or finish.

Butterfly: Alternating movements of the arms or legs, Pushing the arms forward under instead of over the water surface (Underwater recovery), A breaststroke style of kick, Touching with only one hand at the turns or finish.

Officials: Officials are present at all competitions to enforce the technical rules of swimming so the competition is fair and equitable. Officials attend clinics, pass a written test and work meets before being certified. Officials may be Timers, Turn Judges, Stroke Judges, Relay Takeoff Judges, Clerk of Course, Starter, or Referee. All parents are encouraged to get involved with some form of officiating.

Swimming Terms

Age Group Swimming: Provides fair and open competition for its younger members. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent. Nationally recognized age groups are 10 and under, 11-12, 13-14, 15-16, 17-18, and 19-18. Local meets may also include events for 8 and under, and single age categories.

Block: The starting platform

Bulkhead: A wall constructed to divide a pool into different courses, such as a 50 meter pool into two 25 yard courses.

Circle Swimming: Performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane.

Code of Conduct: An agreement signed by a swimmer/coach/parent stating that the swimmer will abide by certain behavioral guidelines.

Cool Down: SEE WARM DOWN

Cut: Slang for qualifying time, a time standard necessary to attend a particular meet or event.

Distance: Term used to refer to events over 400 meters/500 yards.

DQ: Disqualified. This occurs when a swimmer has committed an infraction of some kind; e.g., freestyle kick in butterfly. A disqualified swimmer is not eligible to receive awards, nor can the time be used as an official time. Trained officials observe the swimmers during each event to ensure compliance with these technical rules.

Drill: An exercise involving a portion or part of a stroke, used to improve technique.

Dryland Training: Training done out of the water that aids and enhances swimming performance; usually includes stretching, calisthenics and/or weight training.

Entry Form: Form on which a swimmer enters a competition. Usually includes USA Swimming number, age, sex, event numbers and entry times.

False Start: Occurs when a swimmer is moving before the start of the race is sounded. In USA Swimming, one false start will result in disqualification

Final: The championship heat of an event in which the top swimmers from the preliminaries compete.

Finish: The final phase of the race; the touch at the end of the race.

Flags: Backstroke flags placed 5 yards (short course) or 5 meters (long course) from the end of the pool. The flags enable backstrokers to execute a backstroke turn more efficiently.

Gutter: The area along the edge of the pool in which water overflows during a race and is recirculated through the filtration system.

I.M: Slang for Individual Medley, an event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

Junior Nationals: National level meets held in both short course and long course seasons, one of each in the East and in the West, limited to swimmers ages 18 and under. There are qualifying standards, and swimmers are limited to four individual events and three relays.

Lap Counter: A set of plastic display numbers used to keep track of laps during a distance race. (Also, the person who counts for the swimmer, stationed at the opposite end from the start.)

Long Course: a pool 50 meters in length. USA Swimming conducts most of its summer competition in long course pools.

Long Distance: Term used to refer to events of 800 meters/1000yards to 1500 meters/1650 yards in lengths

LSC: Local Swimming Committee. Governing body for swimming at the local level. There are 59 LSC's in the country

Meet: Competition designed to be a learning experience. By implementing what has been learned in practice, the swimmer test himself against the clock to see how he is improving.

Middle Distance: Term used to refer to events of 200 yards/meters to 400 meters/500 yards in length.

National Age Group Time Standards (NAGS): Time standards derived from the previous years' results that are broken down by age and sex as well as C, B, A, Champ, Zone. The designations are National and should be used as motivational times.

National Reportable Times/Top 16: Time standards set for both short and long course based on previous years' achievements. Only times meeting these standards may be submitted for consideration each year. The Top 16 submitted times in each event are recognized.

Negative Split: Swimming the second half of the race equal to or faster than the first half.

Officials: A judge on the deck of the pool at a sanctioned competition who enforces USA Swimming rules. There are stroke and turn judges, administrative officials, starters, timers, and referees.

Open Water Swims: Any freestyle event over 1500 meters, normally conducted in a natural body of water, such as a lake, river, or ocean.

Pace Clock: Large clock with a large second hand and a smaller minute hand, used to check pace or maintain intervals in practice; may also be digital.

Prelims: slang for preliminaries, also called Heats or Trials. Those races in which swimmers qualify for the championship and consolation finals in the events.

Q-time: Qualifying time necessary to compete in a particular event and/or competition.

Relay: an event in which four swimmers compete together as a team to achieve one time.

Scratch: to withdraw from an event in competition.

Short Course: A pool 25 yards or 25 meters in length. USA Swimming conducts most of its winter competition in short course yards.

Split: A time recorded from the official start to the completion of an initial distance within a longer event. Also the time for one of the four individuals in a relay. Under certain conditions, splits may also be used as official times, for example, the lead off swim in a relay, or the lead off portion of an event.

Sprint: describes the shorter events (50 and 100). In training, to swim as fast as possible for a short distance.

Streamline: The position used by swimmers when starting or pushing off the walls designed to reduce water resistance.

Taper: The final preparation phase, sometimes referred to as “rest” Prior to major competitions, older, more experienced swimmers shave their entire bodies to reduce resistance and heighten sensation in the water.

Time Trial: A time –only swim which is not part of a regular meet.

Touch Pad: A large sensitive board at the end of each lane where a swimmer’s finish is registered and sent electronically to the timing system.

USA Swimming ID: A number assigned to a swimmer upon joining USA Swimming. The membership card with this number may be required at any given competition.

Warm Down (Cool Down): Low intensity swimming used by swimmers after a race or main practice set to rid the body of excess lactic acid, and to gradually reduce heart rate and respiration.

Warm Up: Low intensity swimming used by swimmer prior to a main practice set or race to get muscles loose and warm. Warm up gradually increases heart rate. Respiration and helps to prevent injury.

Watches: Stopwatches used to time swimmers during a competition. When totally automatic timing equipment is used, watches serve as a back-up method

SECTION G -- RECOGNITION AND AWARDS

Swimmers of the Month: Swimmers of the week is an opportunity for the coaches to recognize an individual once a month between September-March who have demonstrated one or more of the following:

- A winning attitude at practice
- An outstanding meet performance
- Technique improvement
- Demonstrated sportsmanship

TEAM AWARDS

Team awards are given once a year at the spring banquet traditionally held in August. These awards are determined by the coaches based on a swimmers attitude and performance at swim meets and practice throughout the year. Not every swimmer will receive a team award; however, we hope this will give kids a goal to strive for.

Time Achievement Award:

This award will be given to swimmers to recognize each event a swimmer achieves an “Personal Best”, “BRONZE”, “SILVER”, “GOLD”, “CHAMP” and/or “ZONES” cut in throughout the previous season.

Total Event Challenge Awards (Short Course Season Only):

The Total Event Challenge is a competition between swimmers (boys and girls) in each age group. The goal is to compete and get an official time in every event that is offered in that age group. Every swimmer who completes all of the events without getting disqualified will receive a certificate and a “Total Event Challenge Champion” swim cap.

8 and Under	9-10	11-12	13 and Older
50 Free	50 Free	50 Free	50 Free
100 Free	100 Free	100 Free	100 free
50 Back	200 Free	200 Free	200 Free
50 Breast	500 Free	500 Free	500 Free
50 Fly	50 Back	50 Back	100 Back
	100 Back	100 Back	200 Back
	50 Breast	200 Back	100 Breast
	100 Breast	50 Breast	200 Breast
	50 Fly	100 Breast	100 Fly
	100 Fly	200 Breast	100 IM
	100 IM	50 Fly	200 IM
	200 IM	100 Fly	Choose Three (3): 1000 Free 1650 Free 200 Fly 400 IM
		100 IM	
		200 IM	
		Choose two (2): 1000 Free 1650 Free 200 Fly 400 IM	

MINI DRAGON AWARDS

Spirit Award

- Upbeat at practices and meets
- Very supportive of all team members
- Extremely vocal at practices and meets in a positive manner

Hardest Worker

- Does not cut corners in workouts
- Consistently sets a positive example for the other Mini Dragons
- Effort levels in the pool are always noticeably high
- Always gives 100% in every race or practice situation

Most Improved

- This award will be given to the swimmer who demonstrates the most personal improvement during the season.
- Improved attitude
- Improved skills/technique/time

Red Dragon Award

- Demonstrates what it means to be a Red Dragon swimmer

- A good teammate
- Great listener
- Good friend to their teammates
- A good attitude in practice and meets
- Respectful
- Always tries their hardest

RED DRAGON AWARDS

Hardest Worker:

- Near perfect attendance throughout the season
- Does not cut corners in workouts
- Consistently sets a positive example for other teammates
- Effort levels in the pool are always noticeably high
- Always gives 100% in every race or practice situation

Rookie of the Year:

- Given to a swimmer who has joined in the last year
- Willingness to try different events/strokes
- Noticeable improvement throughout the season
- Eager to learn
- May step outside of their comfort zone to try new things

Yellow Fin

- Awarded to a team member who may have been passed over for other team awards. They may fit into multiple other award categories, but aren't able to win just one.
- Awarded at the discretion of the coaches: Some years there may not be any winners, and other years we may award it numerous times.
- Typically have the following traits: Above average attitude, effort level, and team spirit

Most Improved

- This award is given to the swimmer who demonstrates the most personal improvement during the season.
- Improved attitude
- Improved skills/technique/time

Spirit Award

- Very supportive of all team members
- Extremely vocal at practices and meets in a positive manner

High Point

- Top point scorer in the year

Red Dragon Award

- Substantial team leadership skills
- Consistently sets a positive example for other team members
- Ability to handle performance pressure
- Positive attitude
- Works hard at practice