



Team Manual

updated 8/26/19

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334-615-3755

www.dothandolphins.com

Welcome to DDST! The Dothan Dolphins Swim Team is a Dothan Leisure Services program that fosters both recreational and competitive swimming in Dothan in an effort to enhance the quality of life of our young citizens. Dothan Leisure Services, a division of the City of Dothan, provides the facility and coaching staff for the team, establishes and enforces policies and procedures, and runs practices.

The team philosophy is to give all children who join DDST a chance to have fun, develop themselves both physically and mentally, and reap the rewards that swimming can deliver. Competitive swimming teaches your swimmers how to set goals, to work as a team, to accept defeat, and to enjoy victory. All of these skills can help your children toward becoming productive adults with good habits. Although we want to offer everyone the chance to excel and reach their highest potential, our most important goal is to provide the opportunity for each child to be able to participate in a recreational swimming program.

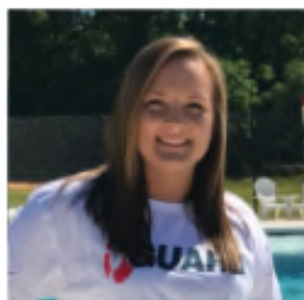
Your Dothan Leisure Services Aquatics CONTACTS

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About the Head Coach

Coach Jin Ri Jiang, better known to his team as “Coach John”, is a native of Shanghai, China. He has been the head coach of the Dothan Dolphin Swim Team since 1994. From 1976 to 1986, Coach John served as director of the Shanghai Swim Team. While attending graduate school at Purdue University, he served as assistant swim coach of the Purdue men’s swim team. He graduated from Purdue in 1988 with a M.S. degree in physical education. Coach John has coached Junior and Senior National swimmers and champions, and is invited annually to China to teach other coaches how to effectively coach Olympic-caliber swimmers.

About DLS Aquatics

The Dothan Leisure Services Aquatics Team covers a variety of activities at different facilities, including Westgate Competition Pool (swim team, lap swim, public swim, lifeguard training), Westgate Wellness Pool (water aerobics, swimming lessons), Water World, and oversight of the outdoor pools (Andrew Belle, Doug Tew, Walton, and Wiregrass). Our staff is made up of 7 full-time, 7 part-time, and dozens of seasonal employees. In an average year, over 75,000 people enjoy our pools. We love what we do, and take pride in providing quality programs and facilities.

About the DDST Booster Club

INTRODUCTION

DDST recognizes the importance of our swim families in the success of our swimmers. No swim team can function without the support of the swim families and swimmers. The Dothan Dolphins Booster Club was organized with this in mind. The booster club is run by parents. The Dothan Dolphins Booster Club is an IRS recognized non-profit 501(c)3 organization that is dedicated to supporting the Dothan Dolphins Swim Team and promoting swimming in the Dothan area.

MISSION

The Dothan Dolphins Booster Club's mission is to assist Dothan Leisure Services in providing a positive environment where athletic excellence and good sportsmanship are encouraged. Through a quality swim program, swimmers will learn skills in leadership, teamwork, respect, self-discipline and good character.

GOALS

The goals of the Dothan Dolphins Booster Club are to advance swimming as a lifetime sport, provide financial support for the swim team in the form of practice equipment, awards, and parties as well as organize and host events that support the team and local community.

BENEFITS OF BEING A BOOSTER

- Reduced entry fees for swimmers at home meets
- Ability to vote on how fundraising money is distributed
- Gives you a voice in important matters that affect every swimmer on the team
- Support the swimmers by purchasing new equipment, awards, and sponsoring activities
- Gives parents an opportunity to meet with city officials to address concerns

WHEN ARE MEETINGS?

The Booster Club tries to meet regularly every month in the back room at Westgate.

2019-2020 BOOSTER CLUB BOARD

dolphinsdothan@gmail.com

PRESIDENT: Scott Parsons, bscottparsons@icloud.com

VICE-PRESIDENT: Lindsay Fretts, linzfretts@yahoo.com

SECRETARY: Alejandra Jacobi, alexa_jcb@hotmail.com

TREASURER: Dawn Melancon, drmelancon@yahoo.com

Fees



After a free two-week trial period, the Department of Leisure Services charges a quarterly (every three months) fee of \$60.00 for the first child and \$35.00 for each additional family member. Registration fees are due at the beginning of each quarter on January 1st, April 1st, July 1st, and October 1st. These fees are billed and paid by direct billing. Any fees not paid on time will be subject to a \$10 late fee.



There are very few recreational teams in our area during the fall, winter, and spring months, which limits the number of recreational meets that we can participate in. For this reason, the Dolphins are also registered under USA Swimming, which is a national organization that sanctions its own swim meets and establishes rules, regulations, and qualifying times for all members. Swimmers must be USA Swimming registered in order to swim in USA Swimming sanctioned meets. It requires an annual participation fee of \$74, which is billed and paid through the team's billing system should you choose to participate. It is not required that you join in order to stay on the team, but is required to participate in most swim meets.



The Dothan Dolphins Booster Club is a volunteer parent organization that is vital to the team. The fee to join the Boosters is just \$50.00 per quarter per family, which is billed and paid through the team's billing system should you choose to participate. It is not required, but we encourage you to join the DDST Booster Club to help support your child and the team and to give yourself a voice. The Booster Club allots funds, plans activities, and assists the team.



DLS is a member of the Alabama Recreation and Parks Association (ARPA). This enables our team to participate in ARPA District and State Championships each summer season. The District Championship is held in mid-July. Swimmers must qualify at the District Meet in order to swim at the State Meet, which is always held in late July. **There are no annual fees required to swim ARPA Meets, only your meet entry fees.**

TEAM LEVELS

Factors considered for advancement include attendance, attentiveness, attitude, and progression. The Coaches have the final say on team-level progression. No exceptions.



Level I - Red

This level works on the basics of freestyle and backstroke, stamina, and core strength.

Level I - Black

This level includes progressive basics of free and back, and introduces fly and breast. Stroke fluidity, breathing, and balance are the focus.

Level II

This level stresses advancing technique in all strokes, as well as consistent endurance discipline.

Level III

Swimming all four strokes efficiently while participating in high-intensity aerobic workouts



WE ALL HAVE SPECIFIC ROLES...

SWIMMERS SWIM
COACHES COACH
OFFICIALS OFFICIATE
PARENTS PARENT

DDST Rules & Regulations

Swim Team Rules and Etiquette

1. Swimmers will not be allowed to be on the pool deck until the coach is present.
2. **No diving** in the shallow end of the pool at any time.
3. No swimmer is allowed on starting blocks unless given specific instructions by the coach.
4. No gum
5. No running on the pool deck.
6. No eating or drinking (other than clear liquids) allowed on the pool deck or bleacher area.
7. No pushing, fighting, horseplay, or profanity in the pool area or locker rooms.
8. Parents are not allowed on the pool deck during practice.
9. Please do not call your child to the door, or talk to them during practice. In the event of an emergency, alert the coaches.
10. Do not engage in a conversation with the coach during practice. If you wish to meet with the coach, please set up a meeting by emailing him at jrjiang@dothan.org.
11. Respect staff personnel, coaches, parents, other swimmers, facilities, and equipment.
12. Swimmers must enter and leave practice through the locker room doors.
13. Swimmers will dress in the locker rooms. No street clothes or shoes are permitted on the pool deck.
14. A swimmer may not leave the deck without permission.
15. Engaging in activities which disrupt practice will not be tolerated.
16. Swimmers who are dropped off for practice and then leave the building or do not swim will face disciplinary action.
17. It is the policy of Dothan Leisure Services to maintain a respectful and caring environment that is free from harassment. Report any events to the coaches or DLS staff immediately.

Swimmer's Responsibilities

- Come to practice prepared, with all necessary equipment.
- Respect your coaches and teammates.
- Pay attention to your coaches and work hard.
- Bathroom breaks must be approved by coach prior to exiting the pool, and should be limited and reasonable.
- Swimmers are responsible for assisting the coaches with lane lines.
- Swimmers are to abide by facility and Leisure Services rules. There is to be no vandalism, spitting on the deck or floors. Each swimmer is expected to clean up after themselves.
- Swimmer's Rules of Etiquette at Meets:
 - Know the rules of the meet, the schedule of events, your number and if in a relay, your spot on the relay, and the strokes you are swimming. Perform to the best of your ability at all times.
 - Talk to coaching staff when questions or concerns arise regarding meet line up. Meet with your coach before and after each event.
 - Be courteous, respectful, and polite to all officials, coaches, competitors, parents, observers, and hosts.
 - Abide by all USA Swimming rules. It is mandatory that swimmers and parents stay out of restricted areas and competition walkways unless they are competing or serving in an official capacity.
 - Similarly, all questions that swimmers or parents may have concerning meet results, an officiating call, or the conduct of a meet must be referred to the coach. He, in turn, will pursue the matter through proper channels.

Swimmer Discipline Policy

The following progressive disciplinary action steps will be taken in the event of a violation of the abovementioned rules:

1. Verbal warning to the swimmer.
2. Swimmer is asked to do push-ups or wall sits.
3. Swimmer sits out for 10-15 minutes, and is told why behavior is unacceptable.
4. Swimmer will be asked to leave the activity or event for the day. Swimmer must remain in pool area until the parents arrive to pick them up. Parents will be notified of the violation, and the coach will file a swimmer report with Dothan Leisure Services.
5. If the behavior continues, parental attendance will be required at practice until the Aquatics Manager deems the problem under control.
6. If the situation does not improve, the swimmer will be temporarily suspended from the team. The length of suspension depends on the infraction, and will be determined by the Aquatics Manager.
7. The final stage of discipline is expulsion from the team

Parent's Role in Swimming

You play a large part in the success of your child's swimming career by helping them set their personal goals. You can do this by supporting your swimmer, and instilling respect, discipline, and teamwork in them. The coaches are dedicated to your children, and your support will make their job easier and enhance your swimmer's experience. We encourage you to support your child, regardless of their performance. Teach your child to be humble and gracious whether they win or lose.

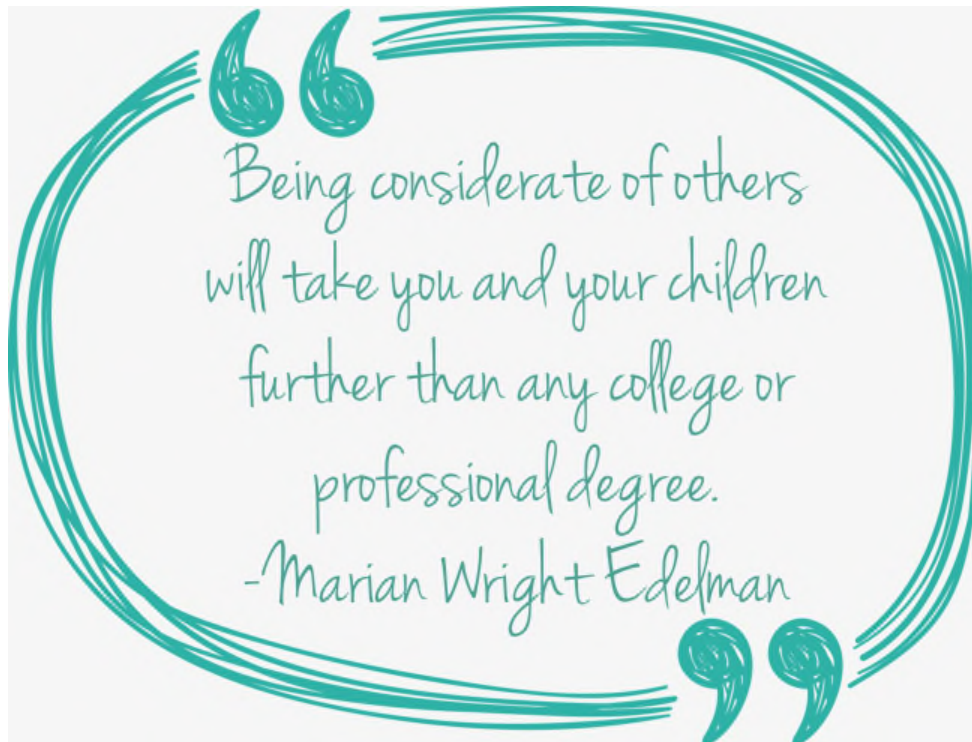
It is the coaches' job and duty to help each swimmer achieve their goal as only swim coaches can. Please trust them to do that job. By standing back and allowing them to do this, you show your child that the coaches are worthy of their trust and that they should be comfortable to form a solid coach/swimmer relationship. We know that the skills, discipline, and integrity that your child will gain from participating in this program will have life-long benefits.

Parent's Responsibilities

- Respect and follow all facility/DLS rules and regulations, including all rules stated in this manual (see pg. 13).
- Be courteous to swimmers, coaches, other parents, and facility staff.
- Respect all coaching decisions. The coaches have the final say in practices, team progression, and meet events and line-ups.
- Parents should not talk to the coaches or swimmers during a practice except in an emergency.
- Supervise your swimmer at meets when they are not on the pool deck. Parents are responsible for the supervision and discipline of their children when they are off of the deck. This includes before and after practice and at swim meets (i.e. in the locker rooms, gym, etc).
- Volunteer to assist at home meets. When you help at home meets you will always be relieved to allow you to watch your children swim. Please return to your area after your child's race to ensure the same courtesy to other parents.

Coaches Responsibility to Swimmers

- Coaches will act professionally.
- Coaches will help each swimmer establish goals each season.
- Coaches will demonstrate positive reinforcement and apply calculated, strategic training sessions.
- The coaching staff will supervise swimmers during practice.
- Coaches will determine what events your child will swim in each meet and mark them on the meet entry form given to your child.
- The coaching staff has the authority to take disciplinary action when necessary. Please refer to DDST Discipline Policy (page 8) for disciplinary action steps.



Swimming 101 Glossary

A glossary of those strange and wacky words we use in the sport of swimming. Relax and take your time reading. Soon you'll be understanding and maybe even speaking some "swim slang."

- Age Group** - Division of swimmers according to age. The age group divisions are: 8-under, 10-under, 11-12, 13-14, & Senior.
- Anchor** - The final swimmer in a relay.
- Blocks** - The starting platforms located behind each lane. Minimum water depth for use of starting blocks is 4 feet. Blocks have a variety of designs and can be permanent or removable.
- Circle Swimming** - Always swimming to the right side of the lane to allow for multiple swimmers to be in one lane.
- Clinic** - A scheduled meeting for the purpose of instruction. (i.e.) Official's clinic, Coach's clinic.
- Deck** - The area around the swimming pool reserved for swimmers, officials, and coaches. No one but an "authorized" USA Swimming member may be on the deck during a swim competition.
- Deck Entries** - Accepting entries into swimming events on the first day or later day of a meet.
- Deck Seeding** - Heat and lane assignments are posted after swimmers have checked in have "scratched" (indicated they will not participate in the event.)
- Disqualified** - A swimmer's performance is not counted because of a rules infraction. A disqualification is shown by an official raising one arm with open hand above their head.
- Dual Meet** - Type of meet where two teams/clubs compete against each other.
- Dryland** - The exercises and various strength programs swimmers do out of the water.
- False Start** - When a swimmer leaves the starting block before the horn or gun. One false start will disqualify a swimmer or a relay team.
- Fins** - Large rubber flipper-type devices that fit on a swimmers feet. Used in swim practice, not competition.
- Flags** - Pennants that are suspended over the width of each end of the pool approximately 15 feet from the wall. Used to count backstroke flags to the wall.
- Heats** - All of the swimmers entered in the event are divided into heats, or groups of swimmers. The results are compiled by the times swum, after all heats of the event are completed.
- Heat Sheet** - The pre-meet printed listings of swimmers' seed times in the various events at a swim meet.
- High Point** - An award given to the swimmer scoring the most points in a given age group at a swim meet. All meets do not offer high point awards; check the pre meet information.
- Illegal** - Doing something against the rules that is cause for disqualification.
- IM** - Individual Medley. A swimming event using all four of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, Freestyle.
- Interval** - A specific elapsed time for swimming or rest used during swim practice.
- Kick Board** - A flotation device used by swimmers during practice.
- Leg** - The part of a relay event swum by a single team member. A single stroke in the IM.
- Meet Director** - The official in charge of the administration of the meet. The person directing the "dry side" of the meet.
- NT** - No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swum that event before.
- Officials** - The certified adult volunteers who operate the many facets of a swim competition.
- Paddle** - Colored plastic devices worn on the swimmers hands during swim practice.
- Psyche Sheet** - An entry sheet showing all swimmers entered into each individual event and event time estimates.
- Pull Buoy** - A flotation device used for pulling by swimmers in practice.
- Referee** - The head official at a swim meet in charge of administration and decisions.
- Relays** - A swimming event in which four swimmers participate as a team. Each swimmer completes an equal distance of the race. There are two types of relays: 1.) **Medley relay** - One swimmer swims Backstroke, one swimmer swims Breaststroke, one swimmer swims Butterfly, one swimmer swims Freestyle, in that order. 2.) **Freestyle relay** - Each swimmer swims freestyle.
- Scratch** - To withdraw from an event after having declared an intention to participate. Some meets have scratch deadlines and specific scratch rules, and if not followed, swimmer can be disqualified from remaining events.
- Seed** - Assign the swimmers heats and lanes according to their submitted or preliminary times.
- Short Course** - A 25-yard pool. Westgate is a short-course pool.
- Split** - A portion of an event that is shorter than the total distance and is timed. (i.e.) A swimmer's first 50 time is taken as the swimmer swims the 100 race. It is common to take multiple splits for the longer distances.
- Starter** - The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.
- Stroke** - There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, Freestyle.
- Stroke Judge** - The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be disqualified.
- Taper** - The resting phase of a swimmer at the end of the season before the championship meet.

Timer - The volunteers sitting behind the starting blocks/finish end of pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system.

Touch Pad - The removable plate (on the end of pools) that is connected to an automatic timing system. A swimmer must properly touch the touchpad to register an official time in a race.

Unattached - An athlete member who competes, but does not represent a club or team. (abbr. UN)

Warm-down - The recovery swimming a swimmer does after a race when pool space is available.

Warm-up - The practice and "loosening-up" session a swimmer does before the meet or their event is swum.

10 THINGS THAT REQUIRE NO TALENT

BEING ON TIME
WORK ETHIC
BODY LANGUAGE
BEING PREPARED
ENERGY
ATTITUDE
BEING COACHABLE
MONSTER EFFORT
BEING A TEAM SWIMMER
DOING EXTRA

GENERAL DDST/DLS POLICIES ADOPTED FROM USA SWIMMING

TEAM CODE OF CONDUCT: ATHLETES

- Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- Team members will display proper respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- The possession or use of alcohol or tobacco products, including e-cigarettes and vapes, by any athlete is prohibited.
- The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- No “deck changes” are permitted. Athletes are expected to use available change facilities.
- Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the Dothan Dolphins Swim Team. Athlete behavior must positively reflect the high standards of the club.
- Swimmers are to refrain from inappropriate physical contact at team activities and events.
- Swimmers are to refrain from use of inappropriate language.
- Team members will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- Disagreements with official calls must follow the chain of command – let the coach know and he/she will handle it.

Individuals that violate the athlete code of conduct will be subject to disciplinary action determined by Leisure Services staff.

TEAM CODE OF CONDUCT: PARENTS

- **Parents will set the right example for our swimmers by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, and other parents at all swim facilities and swim events.** Parents must understand that criticizing, name-calling, use of abusive language, verbal or physical threats or gestures directed toward coaches, officials, volunteers, other parents, and/or any participating swimmer will not be tolerated. This applies to all electronic communications/forums including email, texting, phone calls, and social media channels associated with DDST (Facebook, Instagram, et al).
- Dothan Leisure Services takes a firm stand on the use of profanity, and will not tolerate it at our facilities or events.
- Parents will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- Parents will refrain from coaching my child from the stands during practices or meets.
- Disagreements with official calls must follow the chain of command – let the coach know and he/she will handle it.
- Parents are reminded that when at practice, swim meets, and attending other meet-related functions, they are representing themselves, the Dothan Dolphins Swim Team, and the City of Dothan. **Parent behavior must not be a negative reflection of our team.** Should unsportsmanlike behavior (not necessarily observed by DLS staff) come to light regarding parents at any team function or on any team platform (i.e. practice, meets, awards banquets), a thorough investigation will be performed by DLS staff and necessary action will be taken.

Parents must adhere to all facility, team, and administrative rules and guidelines. Parents with repeated violations will be subject to team/facility restrictions. The Booster Club reserves the right to remove parents in violation from Booster-sponsored events, including swim meets. The City of Dothan Department of Leisure Services reserves the right to remove parents in violation from City facilities.

TEAM TRAVEL POLICY

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles, and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club.

Section 1 - USA Swimming Required Policies

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2 - Policies for Unaccompanied Swimmers

The following apply to athletes travelling without a parent or guardian and under the direct supervision of team officials.

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained by team officials.
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or

team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).

- d. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- e. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- f. Team officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- g. Team officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- h. Curfews shall be established by the team staff each day of the trip.
- i. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- j. The directions and decisions of coaches and chaperones are final.
- k. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission and knowledge of the coach or chaperone.

POLICY AND ACTION PLAN TO ADDRESS BULLYING

PURPOSE

Bullying of any kind is unacceptable within the Dothan Dolphins Swim Team 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 DDST 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 the DDST takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other 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 that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. 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).

REPORTING PROCEDURE

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

- Talk to their parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- 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.

HOW WE HANDLE BULLYING

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

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the people involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the individuals involved, including bystanders.
6. Model respectful behavior when intervening.

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 PERSONS INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED

1. **First, we get the facts.**
 - a. Keep all the involved people separate.
 - b. Get the story from several sources, both adults and children.
 - 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.
- a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the individuals 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 person feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the person worried it will happen again?
 - c. Remember that it may not matter "who started it." Some people who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d. Once you have determined if the situation is bullying, support all of the people involved.

SUPPORTING THE KIDS INVOLVED

3. Support the people who are being bullied

- a. Listen and focus on the individual. Learn what's been going on and show you want to help. Assure the person that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied person. Everyone, including parents, team members, and coaches may all have valuable input. It may help to:
 - i. Ask the person 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 person who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the club and families. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied individual.

4. Address bullying behavior

- a. Make sure the person knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show everyone that bullying is taken seriously. Calmly tell the individual that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the person to understand some of the reasons he or she bullied. For example:
 - i. 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.
 - ii. Other times people act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These individuals may be in need of additional support.
- d. Involve the individual who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the person can:
 - i. Write a letter apologizing to the person who was bullied.
 - ii. Do a good deed for the person who was bullied, for the club, or for others in the community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - i. 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.
 - ii. 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 those who have been bullied.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the person 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.

5. **Support bystanders who witness bullying.** Every day, lots of people 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.
- a. Be a friend to the person being bullied;
 - b. Tell a trusted adult – your parent, coach, or club board member;
 - c. Help the individual 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.

ELECTRONIC COMMUNICATION POLICY

PURPOSE

The Dothan Dolphins Swim Team recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult officials of the club 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 Athlete Protection.

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; and
- 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. Whether one is an athlete, coach, board member, or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?" With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **Transparent, Accessible and Professional**.

Transparent: All electronic communication between coaches and athletes should be transparent. Communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) 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. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.

The Club has an official Facebook page that athletes and their parents can "friend" for information and updates on team-related matters.

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

TWITTER

Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to "direct message" each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate. When communicating with an athlete through email, a parent, another coach, or a board member should also be copied.

JUNIOR COACHES

Junior Coaches of DDST may interact via social media with club athletes that are of a similar age or are siblings. It is suggested, however, that they not interact with similarly aged athletes through social media if they are that athlete's immediate coach. Junior coaches must remember while they are associated with DDST, they are coaches first and that all messages and correspondence must be **Transparent, Accessible and Professional** as outlined above.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.



DLS Permission Form for DDST Participation

Please print legibly



Swimmer's Information	
First Name _____	Circle One: Male _____ Female _____
Middle Initial _____	Date of Birth _____
Last Name _____	Home Phone _____
Address _____	City, State, Zip _____

Mother's Information	
Mother's Name _____	Work Phone _____
Email Address _____	Cell Phone _____
Home Phone _____	

Father's Information	
Father's Name _____	Work Phone _____
Email Address _____	Cell Phone _____
Home Phone _____	

We, the parents (guardians) of _____, do hereby give him/her permission to participate in the Department of Leisure Services' Dothan Dolphin Swim Team. We agree not to hold the Department (and therefore the City of Dothan), the sponsors, boosters, coaches, or any official responsible in any way in case of injury. We have insurance coverage on our participating child that will be in effect for the entire season through:

_____ Name of Insurance Company

Please note any allergies, physical disabilities, required medication, or other special needs that we should be aware of:

By signing this document, you are agreeing that you have read and understand this manual in its entirety, including team Code of Conduct for swimmers and parents, the Team Travel Policy, the Bullying Policy, and the Electronic Communication Policy.

_____ Parent/Guardian Signature

_____ Date

I hereby give permission to DDST and the City of Dothan to use my child's image to be published on social media, news organizations, etc. (Circle One)

I GIVE PERMISSION

I DO NOT GIVE PERMISSON