



Wolverine Aquatics Club Team Handbook



Wolverine Aquatics Club

Team Handbook

Policies & Procedures



Club Policies & Procedures

The purpose of this handbook is to serve as a resource and guide for our members. Wolverine Aquatics Club (WAC) membership requires all athletes, parents, and other adults affiliated with WAC to adhere to the following policies and procedures.

What is Wolverine Aquatics Club?

Wolverine Aquatics Club is a coach-owned and operated organization. It is governed by USA Swimming and Sierra Nevada Swimming. We provide programs for athletes ages 5 through 18. We are a year-round swim program and have athletes from the greater Placer County area (Rocklin, Roseville, Loomis, Auburn, Granite Bay, etc.).

Our Mission Statement

Through sports and competition, Wolverine Aquatics Club's mission is to create a healthy learning environment that inspires confidence and promotes growth of all athletes, coaches, and parents.

Our Vision

Our vision is to become one of the area's top level swim teams with swimmers competing at all levels, from novice to elite. Our vision is to compete at local fun meets as well as national meets such as Junior Nationals, Senior Nationals, and Olympic Trials. Our vision is also for our athletes to be well-rounded people of character that are well-prepared for life.

Our Core Values

- Character - Defined (Wikipedia): "**Moral character** or **character** is an evaluation of a particular individual's stable moral qualities. The concept of *character* can imply a variety of attributes including the existence or lack of virtues such as empathy, courage, fortitude, honesty, and loyalty, or of good behaviors or habits. Moral character primarily refers to the assemblage of qualities that distinguish one individual from another."
We believe character is everything.
"How you do anything is how you do everything."
- Integrity - Defined (Wikipedia): "**Integrity** is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to hold oneself to consistent moral and ethical standards."

Respect-	<p>Defined (Wikipedia): "Respect is a feeling of admiration or deference toward a person, group, ideal, or indeed almost any entity or concept, as well as specific actions and conduct representative of that esteem."</p> <p>We strive for all athletes, parents, and coaches to respect the team, each other, and the sport.</p>
Community-	<p>Defined (Wikipedia): "A community is commonly considered a social unit (a group of three or more people) who share something in common, such as norms, values, identity, and often a sense of place that is situated in a given geographical area (e.g. a village, town, or neighborhood)."</p> <p>Our swim team is a family. We are a community that supports, encourages, and helps one another.</p>

Membership Requirements

a. USA Swimming

All WAC swimmers must become members of USA Swimming upon joining. To become a USA Swimming member, register online at: <http://swim-smarter.com>. Our club code is SN-WAC.

b. Registration/Payment

Although WAC is a year-round team, all swimmers register and pay on a quarterly basis. We have a Winter, Spring, Summer, and Fall Session. Each session is 3 months. Registration for the upcoming session takes place 2-3 weeks prior to the start of the next one. The registration fee is payable to Sierra College.

All members must complete a Registration Form and a Sierra College/WAC Release of Liability/Health Form upon joining. Payment is due at the time of registration. If swimmer joins mid-session, payment will be pro-rated accordingly.

If payment is not received in a timely manner, Parent/Guardian will be contacted about delinquency via email. If payment is not remitted immediately or by agreed upon date, swimmer participation may be suspended from all WAC activities, including, but not limited to practices and swim meets. If delinquency is due to financial hardship, Parent/Guardian shall contact WAC Administrator or Head Coach.

The Role of the Coach, Parent, & Swimmer

a. Coach

All WAC coaches are certified USA Swimming coaches. To be certified, they must complete a criminal background check, be certified in CPR and First Aid, complete Safety Training for Swim Coaches, and complete an Athlete Protection Training course.

Per USA Swimming

(<http://www.usaswimming.org/ViewMiscArticle.aspx?TabId=1781&mid=7897&ItemId=5362>):

“The objectives and goals the coach establishes should reflect the needs of the swimmers, the needs of the coach and the needs of the program.

The coach will have many specific objectives, but each could probably be grouped into four major categories:

- 1. To provide personal and social development for lifetime skills.*
- 2. To develop and improve the technical and physical skills of swimming.*
- 3. To provide a fun and enjoyable environment.*
- 4. To orient young people to competition.”*

Our WAC coaches will work with all swimmers on the above objectives in a positive and encouraging manner. Our coaches will act and coach with the best interests of the swimmers in mind at all times. They will also work to build the program by creating and maintaining relationships with parents, other teams, organizations, and within the community.

b. Parent

Wolverine parents have a simple role on the team. It is to parent. It is to encourage, love, and support their swimmers - unconditionally. It is to get them to swim practice, set up carpools, check and read the email reminders, make sure their swimmers are registered, and their USA Swimming membership is current. Parents should make sure the suit still fits, get them to meets, feed them, and remind them to hydrate and re-apply sunscreen. They should also communicate with the coach when it is necessary, check in on their progress, and let us know when there is an issue that we need to be aware of or can assist with.

Parents are a very important piece of the athlete-coach-parent triangle. However, parents are not coaches and should not coach their swimmers. They should not talk negatively or disparage any of our coaches, officials, other teams, other parents, other coaches, or other swimmers. Parents should do their best to be good role models and show good sportsmanship at all times.

WOLVERINE AQUATICS CLUB (WAC) 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. I agree with the following statements:

- 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 get involved by volunteering, 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 or meets.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any swimmers or parents will not be tolerated.
- I will respect the integrity of the officials.
- I will respect the program and staff and will refrain from posting negative or disrespectful comments about the coaches or program on any type of social media.
- I will direct my concerns first to my swimmer's coach; then, if not satisfied, to Head Coach, Chris Breitbart.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action and/or termination of club membership.

c. Swimmer

WAC swimmers age from 5 to 18 years old. We have beginners, intermediate, advanced, and elite swimmers of all ages. The amount of time each swimmer practices and their training program will depend on age, skill level, maturity, commitment level, and their goals and aspirations. **However, every WAC swimmer regardless of age, is expected to:**

- Listen to their coaches and follow directions;
- Be respectful of all coaches, parents, teammates, officials, other teams, other parents, and other swimmers;
- Attend practice;
- Try their best;
- Be a positive and supportive teammate;
- Honor our team and sport at all times.

Please review the Swimmer Code of Conduct below.

WOLVERINE AQUATICS CLUB (WAC) ATHLETE CODE OF CONDUCT

THE FOLLOWING CODE OF CONDUCT FOR WOLVERINE AQUATICS CLUB (WAC) GOVERNS PARTICIPATION
IN WAC TRAVEL MEETS AND THROUGHOUT THE ENTIRE SWIM YEAR.

PURPOSE

The purpose of this code is to promote the best possible individuals, team, and program which supports the development and responsibility of first class citizens at all times.

PART I – GENERAL CODE OF CONDUCT RULES

1. All participating team members will abide by this Code of Conduct.
2. All participants will wear designated team suits and t-shirts/gear during competition.
3. All athletes will participate in all designated championship or travel meets they qualify for as a member of WAC.
4. Curfews at team travel events, as a member of WAC at USA Swimming sponsored events and all related activities will be obeyed. Extension will only be granted by the Head Coach. Curfew is not enforced if participant is with parent(s).
5. Male and Female swimmers may not be in each other's rooms on any team trip unless supervised by designated WAC coach, official, or chaperone.
6. Use of alcoholic beverages is unacceptable at any time on any team trip. The underage use of alcoholic beverages is unacceptable at any time.
7. Use of drugs other than those prescribed by your physician is unacceptable at any time during the year.
8. Smoking is unacceptable at any time during the year.
9. Disrespectful, indiscreet or destructive behavior will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid guilt by association with such activities at any time during the year.
10. Swimmers will refrain from conveying negative, threatening, or disrespectful comments toward fellow swimmers, club coaches or the club during practices, meets, team functions, and/or on social media.
11. Swimmers will be required to abide by the attendance policy set forth by the Head Coach for all available practices.
12. All participants and their parents have a responsibility to do their best to ensure that this Code of Conduct is adhered to and to help ensure the safety of program participants.

PART II- VIOLATION OF THE CODE OF CONDUCT RULES

At the discretion of the Head Coach any one or all of the following penalties will be applied:

1. Swimmer may be scratched from the meet.
2. Swimmer may be sent home immediately from practice or meet at his/her own expense, and if there is extra expense it will be swimmer's responsibility.
3. Swimmer may be suspended from swim team activities, including practices and meets, at the discretion of the Head Coach and/or Club Coach for violation of any of the above rules.
4. Violation of General Conduct rules 6, 7 and (or) 8 will result in a disciplinary process, which will be directed by the Head Coach. Consequences may include, but are not limited to, suspension from practice, suspension from meets, and termination of club membership with forfeiture of club dues.

5. Violation of General Conduct Code Rules 4, 5, 6, 7, 8, 9 and (or) 10 on team trips will result in the swimmer being suspended from ALL team trips for the remainder of the swim year and/or a specific period determined by the Head Coach.

I, hereby agree to abide by the rules of conduct as set forth in Part I above and acknowledge that, should I violate any provision in Part I, I will be subject to disciplinary action, as set forth in Part II, including suspension.

Swim Practice

a. Behavior/Conduct

All swimmers should arrive to practice on time. Swimmers are expected to listen, follow directions, and respect their coach(es) at all times. All team members should also help create and promote a healthy and supportive team culture. Mistreating or being disrespectful to coaches or teammates will not be tolerated.

b. Attire/Equipment

Attire:

All swimmers should wear their suits, caps, and goggles to every practice. Suits should be appropriate for competitive swimming. Two-piece suits are only permissible for the high school groups at this time. Swimmers will receive a latex WAC cap upon joining. Additional WAC latex caps and silicone caps are also available for purchase.

Equipment:

All swimmers should bring their own equipment bags and rubber swim fins to each practice. These may be purchased at most sports stores near you. Kickboards and pull buoys are available to use at the pool, but may be purchased and kept in the swimmer's equipment bag.

Cardinal/White/Black Groups:

- Equipment bag
- Rubber swim fins

Pre-Senior/Senior II Groups:

- Snorkels (Arena)
- Fins (Arena)
- Equipment bag
- Paddles (Finis)

Senior I Group:

- Same as above
- Tempo Trainer (Finis)

Team suits, backpacks, parkas, and swim gear may be purchased at NorCal Swim Shop.

NorCal Swim Shop
Phone: 916-771-7946
120 Sunrise Avenue
Roseville, CA 95661

We also have a Swim Outlet Team Store. You may purchase team suits, backpacks, parkas, and all your equipment (goggles, goggle straps, fins, mesh bags, kickboards, buoys, etc.) online through the Team Store.

Our Team Store Link is: <http://www.swimoutlet.com/wolverine>

This link will send you straight to our custom-built Team Store. You may also visit: <http://www.swimoutlet.com/?click=6257350>

This link will not show our team store but WAC will get credit for anything purchased while shopping through it!

c. Attendance Policy

We do not have an attendance policy for most groups at this time. There is an attendance requirement for the Senior I High School Group.

d. Practice Groups

After each new swimmer is evaluated, he or she will be placed in the most appropriate group based on age and skill level.

- a. Cardinal Group: ages 5-8
- b. White Group: ages 9 and up
- c. Black Group: ages 9 and up
- d. Pre-Senior Group: 10 and up
- e. Senior I: High School swimmers
 - This group has an attendance policy and swim meet requirement.
- f. Senior II: High School swimmers

The age listed above is a minimum only. Placement of all new swimmers is at the discretion of the coaches.

e. Move-ups

Whether or not a swimmer is ready to move up to the next group is at the coaches' discretion. Move-ups are based on several factors, including (but not limited to): age, skill level, maturity, attendance, swim meet participation, and commitment level. If you have questions regarding your swimmer's move-up, please contact your swimmer's coach. They will be happy to discuss your swimmer's progress and the move-up goals and requirements. Most move-ups are done

at the beginning of the Fall session, or at the beginning of a session; however, every move-up is case-by-case.

Swim Meets

a. Meet Schedule

Please see the Team Calendar on the Team page of our website for all the swim meets on the calendar. This calendar is updated regularly. WAC attends approximately one meet per month.

b. Attendance

Swim meets are encouraged! They are social, fun, a way for the coaches to see the swimmers race, and an opportunity for the swimmers to measure their improvement and progress. Although swimmers will be encouraged to compete at meets, it is not a requirement. Each swimmer can choose his/her level of commitment.

c. Attire

We are an ARENA team and our team suits may be purchased through our Swim Outlet Team Store (<http://www.swimoutlet.com/wolverine>) or at NorCal Swim Shop. Although team suits are not required, all swimmers must race in a WAC cap. **Tech suits** are permissible for high school swimmers only and should be limited to championship meets.

d. Warm-up

All WAC swimmers must warm-up in a WAC cap. No exceptions. There will be a group/team warm-up with a WAC coach. All swimmers should arrive and be ready for warm-up at the designated time.

e. Entering a Meet

Parents and/or swimmers are responsible for completing meet entries. Most meet entries are completed online through ome.swimconnection.com (ome = online meet entry).

To enter a swim meet, please do the following:

1. Go to the Swim Connection Online Meet Entry site: <http://ome.swimconnection.com/meets>
2. Make sure you choose "Sierra Nevada Swimming" in the Swimming Association dropdown menu;
3. Select the meet you would like to enter (blue link);
4. Click on "Online Meet Entry";

5. If you did not sign in as a registered user of OME, you will need to click whether you are a Registered OME User or not a Registered OME User. You should sign up for an OME account. It is free and only take a few minutes!
6. Follow the directions for user vs. non-user;
7. Click on "Enter Swimmer";
8. Identify your swimmer by name or their registration number. Each swimmer has their own USA Swimming number. Their ID is their MMDDYYFFMLLLL. This is their birthdate (MMDDYY) combined with the first 3 letters of their first name, middle initial, and the first 4 letters of their last name. If your swimmer does not have a middle initial, enter a "*" in place of the initial. Click Enter.
9. The next screen should be your swimmer's name and all the events he/she is eligible to swim in that meet.
10. To enter an event, fill in the "Entry Time" box with the swimmer's best time. A blank entry time means the event will not be entered. If Swim Connection has a record of the swimmer being entered, entry times can be automatically filled in with a swimmer's best times. Clicking on the "Get Best Times" button below will get all their best times or "Best" for individual events. "NT" is filled in for those events that no record can be found. Erase the Entry Times from any events you do not wish to enter. Clicking "Clear Times" will erase all times below or "Clear" will erase individual times. A manual time can be entered by using the standard "swim time notation", for example: 5:30.20 or 24.99. No need to enter punctuation if you enter a time with the hundredths of seconds (e.g. 12450 converts to 1:24.50). Use "NT" to enter an event without an entry time. NOTE: Some meets do not allow you to enter "NT". In that case, you must guesstimate a time. Please talk to your swimmer's coach for assistance is estimating a time, if needed.
11. Enter all your swimmers.
12. Click the "Save" button once all swimmers are entered.
13. Input your payment information.
14. You will receive an immediate email confirmation with all the events entered along with a receipt (Billing Summary). You may want to print the Meet Summary. It is nice to have at the meet!

Please Note: Please review the Meet Sheet for all the meet details (location, directions, warm-up times, meet start times, summary of events, etc.). You will see the link to the Meet Sheet after you click on the meet.

f. Other Meet Information

All team members should try to sit together in a team area. Swimmers must check-in when they arrive to the meet or immediately following warm-up. If swimmers do not check-in, they will not be seeded in their events (unless the meet is pre-seeded). Swimmers should also see their coach before and after every event.

Swimmers must be supervised by a WAC coach or designated USA Swimming certified coach at all meets. If swimmer is competing at a meet that the team is not attending, please let their coach know so arrangements can be made.

Swim meets often move quickly. Swimmers should be sure to check on the event and heat as the meet progresses. It is up to them to know their heat and lane for every event and to be to the block on time. Swimmers should try to be behind their block 2-3 heats before their heat (depending on the length of the race).

All swimmers should bring the following to every meet:

- suit, team cap, goggles (plus extras)
- towels
- sunscreen
- warm clothes, parka, shoes, hat
- drinks and food

g. Volunteer Requirements

Our team is required to provide timers and certified officials at swim meets based on the number of swimmers our team has entered in the meet. If you have swimmers entered in the meet, you are expected to sign-up to be a timer or official. No exceptions. If you cannot be a timer, it is up to you to find someone to cover your shift or fulfill your obligation. Our swimmers may not be able to swim in finals or receive awards if we fail to meet our requirements.

The timer and official requirements will be emailed to the team once received them from the Meet Director. Timer and official sign-ups will be online on the Team page of our website. Parents will be assigned timing shifts if all shifts are not filled and/or they do not sign up to take a shift. Swim meets cannot run smoothly without Parent/Guardian participation and help.

Team Communication

a. Email

WAC primarily communicates via email. We email general information, reminders, and updates. Please make sure we have your current email. Contact us if you would like an email address to be removed or added to our email database.

You may email us anytime at wolverineaquatics@yahoo.com.

b. Website

We will also communicate through our website and our Facebook page. Please check www.WolverineAquaticsClub.com for the calendar, notices, and other information.

Scholarship Memberships

WAC offers a limited number of scholarship memberships every year. Scholarships are granted based on the budget and other factors. These scholarships allow swimmers to participate at a discounted rate. Parent/Guardians are still expected to meet volunteer requirements. Interested Parent/Guardians should email us at wolverineaquatics@yahoo.com. Scholarships will be reviewed quarterly.

Questions & Concerns

We want to hear your questions and concerns and are more than happy to address them. Open communication is imperative to everyone's success and we encourage all swimmers and Parent/Guardians to bring any issues to our attention. If you have concerns about the program, including: coaching, administration of the club, another swimmer's behavior, finances, or any other team matter, please contact Head Coach, Chris Breitbart. He can be reached at wolverineaquatics@yahoo.com or (916) 780-7946.

If you would like to speak with the swimmer's coach, please see him/her before or after swim practice. It may also be best to schedule a meeting so there is ample time to talk and practice is not interrupted.

Please read the USA Swimming Model Guidelines and Policies provided below.

Please let us know if you have questions, concerns, or feedback. We look forward to a positive and successful swimming relationship.

Go Wolverines ...

Chris Breitbart, Head Coach
www.WolverineAquaticsClub.com
wolverineaquatics@yahoo.com
916-780-SWIM (7946)

USA SWIMMING MODEL GUIDELINES & POLICIES

I. SAFE SPORT BEST PRACTICES GUIDELINES:

The following Best Practice Guidelines are strongly recommended for all USA Swimming members by USA Swimming. Wolverine Aquatics Club follows the guidelines set forth below.

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Two-deep Leadership: One coach member and at least one other adult who is not in the water should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.
4. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
5. Coaches should not invite or have an athlete(s) to their home without the permission of the athlete's parents (or legal guardian).
6. 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.
7. 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.
8. 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 and Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 and 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).
9. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.

10. Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.

11. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.

12. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.

13. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.

14. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.

15. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.

16. Coaches should not engage in sexual intimacies with a former athlete for at least two years after the cessation or termination of professional services.

Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after the two years following cessation or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:

1. The amount of time that has passed since the coach-athlete relationship terminated;
2. The circumstances of termination;
3. The athlete's personal history;
4. The athlete's current mental status;
5. The likelihood of adverse impact on the athlete and others; and
6. Any statements or actions made by the coach during the course of the athlete/coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.
7. Both the athlete and the coach must be 18 years of age or older.

II. ELECTRONIC COMMUNICATION

PURPOSE

Wolverine Aquatics Club (the “Club”) 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 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. Your 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

The Club does not have an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. 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 between the hours of 7am and 9pm. When communicating with an athlete through email, a parent or another coach must also be copied.

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.

III. PHOTOGRAPHY POLICY

PURPOSE

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

Wolverine Aquatics will take photos and videos in the course of business. Registration with the Club continues permission for the Club to use the photos and videos during the course of business in all promotional materials, i.e. our website, Facebook page, flyers, notice boards, etc. Compensation is not given for the use of photos or video.

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swim suit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms.

Please notify the club in writing if you do not wish to have photos/videos published of your swimmer or family.

IV. BULLYING

PURPOSE

Bullying of any kind is unacceptable at Wolverine Aquatics Club (the "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 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 WAC 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 or LSC).

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 your parents;
- Talk to your coach;
- Write a letter or email to the Head Coach or WAC Administrator;
- 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 kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. 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.

- 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 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?
- c. 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.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

- a. 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.
- b. 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:
 - i. 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.
 - ii. 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.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child 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 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.
- d. 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:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your 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 kids who have been bullied.
- f. 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.

5. 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.

- a. Be a friend to the person being bullied;
- b. 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.

V. LOCKER ROOM MONITORING POLICY

PURPOSE

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

FACILITIES

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use. We practice at Sierra College. This location has a locker room that is shared with students and the general public. As such, it is likely that people who are not associated with Wolverine Aquatics will be in the locker room around the time of practice.

MONITORING

General Policy Considerations: Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts. We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance. If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants

assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

Wolverine Aquatics Club has staggered practices, with different groups arriving and departing at different times. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. We do not post staff, coaches, parents, or other adults inside or at the doors of the locker rooms and changing areas. We will make occasional sweeps of these areas when someone feels it is warranted.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area: 305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

VI. TEAM TRAVEL

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 or LSC.

Section 1 - USA Swimming Required Policies

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- 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 - WAC Adopted Policies

- 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 - when possible.
- 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 and over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 and 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. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e. 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).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. 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.
- k. The directions and decisions of coaches/chaperones are final.
- l. 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/knowledge of the coach or chaperone.
- m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. Athletes 12 and under will be accompanied by a chaperone.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate Club or LSC leadership and the parent or legal guardian of any affected minor athlete.

Section 3 - Additional Travel Policies

Safety

- a. Additional guidelines may be established as needed by the coaches;
- b. Supervised team room provided for relaxation and recreation;

- c. Respect the privacy of each other;
- d. Only use hotel rooms with interior entrances; and
- e. Must wear seat belts and remain seated in vehicles.

Behavior

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Follow cell phone usage guidelines;
- d. Follow computer use guidelines including social media;
- e. Respect travel vehicles;
- f. Follow travel dress code;
- g. Use appropriate behavior in public facilities;
- h. Abide by the two different curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. Needs and well-being of the team come first.

Financial

- a. No room service without permission;
- b. Swimmers are responsible for all incidental charges;
- c. Swimmers are responsible for any damages or thievery at hotel;
- d. Must participate in contracted group meals; and
- e. Communicate travel reimbursement information and policies.

General

- a. Meet established fair trip eligibility requirements;
- b. Meet established age guidelines for travel trips;
- c. Parent(s) are responsible for getting swimmer(s) to stated departure point; and
- d. Meet established requirements for families to attend "Team Travel Meets."

Code of Conduct / Honor Code

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct.

Code of Conduct:

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. 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.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No "deck changes" are permitted. Athletes are expected to use available change facilities.
- f. 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

Wolverine Aquatics. Athlete behavior must positively reflect the high standards of the club (or LSC).

- g. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- h. Swimmers are to refrain from use of inappropriate language.

Disciplinary Action:

- a. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - i. Dismissal from the trip and immediate return home at the athlete's expense;
 - ii. Disqualification from one or more events, or all events of competition;
 - iii. Disqualification from future team travel meets;
 - iv. Financial penalties;
 - v. Dismissal from the team; and/or
 - vi. Proceedings for a LSC or USA Swimming National Board of Review.