



Pleasant Prairie Patriots Swim Team

Team Handbook 2023

Table of Contents

Welcome	3
Booster Board Meetings	3
Mission and Vision (Plan on a Page)	4
Coaching Philosophy	5
Training Group Structure	6
Barracuda	6
Red	7
White	7
Blue	8
Senior 1 & 2	8/9
Equipment List	10
Swim Meet Information	11
Meet Fees	11
Volunteering	11
Meet Requirement Policy	12
Meet Entry Policy	12
Swim Meet 101	13
Meets	13
Meet Procedure	15
Meet Terminology	15
Meet Day	16
Before The Meet Starts	16
Parent Expectations During a Meet	16
During The Meet	16
What to Bring	18
Registration and Financial Considerations	19
Fees Breakdown	19
Fees FAQ	19
Registration Fees & Policy	20
Liability and Release Waiver	20
Parent & Swimmer Code of Conduct	21
PART I – PARENTS CODE of CONDUCT	21
PART II – PARENT – BASIC RESPONSIBILITIES	22
PART III – VIOLATION OF THE CODE – PARENTS	23
PART IV – SWIMMER CODE of CONDUCT	23
PART V – VIOLATION OF THE CODE – SWIMMERS	23
Electronic Communication Policy	24
Team Travel Policy	25
Photography and Video Policy	28
PX3 Photography Consent Form	28

Welcome

Welcome to the Pleasant Prairie Patriots Swim Team. The Pleasant Prairie Patriots Swim Team (PX3) is a competitive swim team that focuses on athletes from age five and up. The swimmers are grouped by age and ability and have daily practices to better their skill and ability levels. The Patriots are an institution run team, run by the Village of Pleasant Prairie RecPlex. A Booster Club comprised of staff and parent membership meet to support the team. We are constantly growing and training young swimmers to maintain a well-rounded competitive swim team. We offer competitive swim programs throughout the year. The competitive seasons develop a swimmer's skills in the four strokes as well as for starts, turns, and finishes. The team participates in both dual meets and [Wisconsin Swimming \(WISI\)](#) sanctioned meets. WISI is the local chapter of the [USA Swimming](#) organization.

The PX3 coaching staff endeavors to teach, train, and motivate young people to achieve their ultimate potential in swimming, in the belief that this experience will prove valuable to them as they grow and develop. In order to provide our swimmers with a complete team experience, it is important to participate in competition. Swimmers benefit from competition in many ways, including recognition for their efforts, motivation for continued skills improvement and building team spirit.

The PX3 program strives to instill in young swimmers an understanding of, and appreciation, for such concepts as high self-esteem, personal accountability, constructive self-motivation, goal setting, and goal achievement as these ideas relate to their success in training and in competition. It is our belief that the process of achieving is as significant as realizing the achievement itself. At each level of the PX3 program (Barracuda, Red, White, Blue and Senior), swimmers are instructed to strive for excellence. Excellence in this sense represents the achievement of that level at which you know that you have done your utmost to become the best you are capable of becoming. This philosophy is consistent throughout the program and every swimmer is encouraged to: "BE THE BEST YOU CAN BE."

Board Meetings

The Pleasant Prairie Patriots are an institutionally run team, but in the past has had a Booster Board to assist in team fundraisers and events as a support for the swimmers, coaches, and the Village of Pleasant Prairie. Our goal for the 2023 LCM & 2023 -2024 SCY Season would be to set up a new booster board to act as a support for the team. The board members will be made up of past and present parent volunteers on the team along with our CEO/Head Coach, Team Administrator, and at large coach representative. All parents are invited to attend the meetings. A location, date and time will be communicated at least seven days in advance.

Mission and Vision (Plan on a Page)

MISSION

We promote aquatic excellence while offering an unforgettable experience, all provided in a safe, healthy and positive environment for our athletes.

VISION

The goal of the program is to provide each member a team-centered and safe environment, whether your goal is to perfect your strokes, get fit and make friends, make the high school team or take the sport to the highest level.

VALUES & BELIEFS

We believe in:

- Maintaining a Strong Work Ethic.
 - Achieving great things doesn't come easily, excellence requires a commitment
 - Even the most successful people make mistakes, learn from them
- Treating Athletic Participation as a Privilege.
 - Set high expectations of academic success
 - Be mindful of how your actions in and out of the pool affect your teammates
- Doing the Right Thing.
 - Act with integrity
 - Value and reward sportsmanship, honesty and collegiality
- Giving Back.
 - Be generous with your expertise and time
 - Mentor the next generation

GOALS

- Goal 1: To foster a culture of inclusion and increase PX3's visibility
- Goal 2: To develop student-athletes for a life of success beyond athletics
- Goal 3: To compete perennially for team championships
- Goal 4: To adhere to the principles of fiscal responsibility
- Goal 5: To ensure an effective collaboration with the RecPlex and the Village of Pleasant Prairie community

Coaching Philosophy

Coaching Mission of the Pleasant Prairie Patriots

PX3 is competitive, inclusive, and provides training designated to each age and ability, while striving to be united as ONE TEAM in and out of the water.

Coaching and Team Philosophy

PX3 is a competitive swim team. Athletes are expected to attend practices and compete in meets. An atmosphere of fun and camaraderie is fostered in order to engage and retain swimmers at all levels and ages. Meet requirements and practice expectations, are set to foster a healthy balance between family life and athletics.

In both appearance and actions, it will be clear PX3 athletes are all part of ONE TEAM. This will be especially evident in competitions. As a competitive team, we strive towards goals that are set at both the team and individual level. The success of the team is a function of the success of individuals. Training programs, tapers and meet participation are driven to maximize each individual's potential rather than team point totals. By taking this approach team point totals tend to take care of themselves.

PX3 fosters an inclusive environment that encourages swimmers to spend their club career at PX3. Equal importance is placed on all levels from Barracuda through Senior. Flexible training programs and attending multiple levels of meets assures all athletes are appropriately challenged. Coaching technique and philosophy are consistent from Barracuda through Senior athletes while also being unique to each individual coach.

Technique, strength and endurance are all key elements of our training. Technique is the predominate focus for beginners, transitioning to a higher focus on strength and endurance as they develop into mature athletes. PX3 athletes also learn professionalism beyond swimming, including the value of being prepared and punctual, accepting accountability for their actions and the confidence to manage their relationship with coaches and teammates.

Training Group Structure

The Pleasant Prairie Patriots Swim Team consists of 6 groups of swimming instruction and training:

- Barracuda
- Red
- White
- Blue
- Senior 1
- Senior 2

Swimmers are placed into a group by coaches during evaluations to join our team. The criteria for moving up to the next level have been defined by coaches and is explained below and on our website.

Move ups from group to group happen at specific times during our swim year. Please see the [PX3 GROUP DESCRIPTIONS, EXPECTATIONS AND OVERVIEWS](#) under ABOUT PX3.

ANY move to the next level on our team requires that a SPOT BE AVAILABLE in that next level. Moves will NOT be made if there is no room to advance, even if a swimmer has achieved the requirements for the next level.

Swimmers are encouraged to view the requirements to move up to the next level and use those in setting some of their goals for the current season. This training group structure was established in April 2023.



PX3-Pleasant Prairie Patritos Swim Team Group Descriptions, Expectations and Overview

Group Name	Barracuda
Target Member / Competitive Level:	Developmental / New Swimmer to Novice - Competition is not required for this group, but strongly recommended.
Age Range / Competitive Goal:	5 - 10 years old - These athletes are striving towards being legal in all four-stroke groups as well as competing in sanctioned USA Swimming competitions.
Skill Requirement:	Must be able to complete 25-yards of freestyle and backstroke during a formal evaluation. A passing Patriots Swimming Report Card in Levels 3 or 4 may be accepted in place of an evaluation, if received within 3-months of team joining request.
Group Size:	Group is not to exceed 30 athletes (<i>please note that a sub group will be created at the beginning of the next season if the number of athlete's exceeds this cap</i>).
Attendance Recommendation*:	There is no formal attendance requirement for this group; however, continual attendance is strongly requested for the athlete to get the most out of the coaching and swim time.
Group Emphasis	To increase the athlete's knowledge of the fundamentals of the each stroke, mastery of the stroke mechanics, as well as an understanding surrounding starts & turns. This group will increase the emphasis on streamlining both off the walls and within the four stroke groups.
Progression:	Progression at this level is determined by mastery of the four strokes, as well as competing at sanctioned swim meets. Achieving a time standards oriented with USA Swimming Motivational Time Standards "B". Swimmers wishing to progress to Red Group will have a strong understanding of the the four-stroke groups, along with the emphasis on the athlete's body positioning within the water. The athlete must maintain a commitment to the group by continually excelling as a sportsman (this is at the discretion of the Head Coach, as well as the Lead Coach of the group).
Group Testing:	Testing for the Barracuda Group athletes will be conducted continuously throughout the season based on individual and group needs. There will be set move-up dates: during December moving into our Christmas Training schedule, following March moving into our Summer Season, and again in the Fall moving into our SCY Season. These tests are conducted at the discretion of the Head Coach as well as the Lead Coach of the group.

**** IF AN ATHLETE IS LOOKING TO MOVE-UP, THE RECOMMENDATION MUST BE ACHIEVED.**

Group Name	Red
Target Member / Competitive Level:	Novice to Intermediate - Athlete's compete in a minimum of 1-meet every other month.
Age Range / Competitive Goal:	5 - 10 years old - These athletes are striving towards USA Swimming Motivational Time Standards "B" and above, as well as participate at the LSC Regional and Championship level or higher.
Skill Requirement:	Complete Barracuda to Red test requirements and progression criteria (<i>discretion of the Head Coach may be used in special circumstances, such as: new athletes or limited meet event opportunities</i>).
Group Size:	Group is not to exceed 30 athletes (<i>please note that a sub group will be created based on attendance as well as meet qualifications at the beginning of the next season</i>).
Attendance Recommendation*:	Athlete's in this group are expected to attend 2 / 5 of the offered practices throughout the <u>week</u> . Each practice will be approximately 75-minutes in duration.
Group Emphasis	To increase the athlete's knowledge of the fundamentals of the each stroke, mastery of the stroke mechanics, as well as understanding of how to read a pace-clock. This group will increase the emphasis on distance per stroke per stroke, as well as developing the athlete's trainability throughout workouts.
Progression:	Progression at this level is determined by time standards oriented with USA Swimming Motivational Time Standards "BB" & "A". Swimmers wishing to progress to White Group will have mastered the four-stroke groups, along with the emphasis on the athlete's stroke count and ability to read a pace clock. The athlete must maintain a commitment to the group by continually excelling as a sportsman and a leader amongst the group (this is at the discretion of the Head Coach, as well as the Lead Coach of the group).
Group Testing:	Testing for the Red Group athletes will be conducted continuously throughout the season based on individual and group needs. There will be set move-up dates: during December moving into our Christmas Training schedule, following March moving into our Summer Season, and again in the Fall moving into our SCY Season. These tests are conducted at the discretion of the Head Coach as well as the Lead Coach of the group.
** IF AN ATHLETE IS LOOKING TO MOVE-UP, THE RECOMMENDATION MUST BE ACHIEVED.	

Group Name	White
Target Member / Competitive Level:	Intermediate to Advanced / Competitive - Athlete's compete in a minimum of 1-Meet per month, and a requirement of 2-Meets throughout each season.
Age Range / Competitive Goal:	8 - 13 years old - These athletes are striving towards USA Swimming Motivational Time Standards "A" and above, as well as participate at the LSC Championships level or higher. Top swimmers in this group will qualify for Wisconsin State Championships and Wisconsin Zone Team.
Skill Requirement:	Complete Red to White test requirements and progression criteria (<i>discretion of the Head Coach may be used in special circumstances, such as: new athletes or limited meet event opportunities</i>).
Group Size:	Group is not to exceed 40 athletes (<i>please note that a sub group will be created based on attendance as well as meet qualifications at the beginning of the next season</i>).
Attendance Requirement*:	Athlete's in this group are expected to attend 70% of offered practices throughout the <u>week</u> . With Dryland being offered 2-times per week at this level - these Dryland workouts are integrated into the already listed practice times. <i>Please note that Strength & Conditioning is considered alongside the attendance requirement.</i>
Group Emphasis	Mastery of all-four stroke mechanics is the emphasis within this group. The overall goal is establishing a strong aerobic base for these athletes with emphasis on developing stroke counts, kick counts, and basic prep-fundamentals of the sport. This group will begin to place the foundations on the athlete's accountability of their swimming, to create a culture of independency rather than dependency. The athlete's mental framework is beginning to be created and cultivated.
Progression:	Progression at this level is determined by time standards oriented with Wisconsin Swimming State Championships as well as commitment to strive for USA Swimming Speedo Sectional time standards. Swimmers wishing to progress to Blue Group will have mastered the four-stroke groups, along with the emphasis on the athlete's stroke count and kick count. The athlete must maintain a commitment to the group by continually achieving the attendance requirement and excelling as a sportsman and a leader amongst the group (this is at the discretion of the Head Coach, as well as the Lead Coach of the group).
Group Testing:	Testing for the White Group athletes will be conducted continuously throughout the season based on individual and group needs. There will be set move-up dates: during December moving into our Christmas Training schedule, following March moving into our Summer Season, and again in the Fall moving into our SCY Season. These tests are conducted at the discretion of the Head Coach as well as the Lead Coach of the group.
** IF AN ATHLETE IS LOOKING TO MOVE-UP, THE RECOMMENDATION MUST BE ACHIEVED.	

Group Name	BLUE
Target Member / Competitive Level:	Advanced / Competitive Athlete - Should compete in 50% of all qualifying meets during the regular season with an expectation to compete at the LSC Championship meet or higher.
Age Range / Competitive Goal:	10 - 14 years old - These athletes are striving towards USA Swimming Motivational Time Standards "A" and above, as well as participate at the LSC Championships level or higher. Top swimmers in this group will qualify for Wisconsin State Championships and Wisconsin Zone Team, as well as USA Swimming Speedo Sectionals, and national level meets. High School swimmers may also be in this group to improve their individual skills to aid them in their athletic careers.
Skill Requirement:	Complete Blue to Senior test requirements and progression criteria (<i>discretion of the Head Coach may be used in special circumstances, such as: new athletes or limited meet event opportunities</i>).
Group Size:	Group is not to exceed 40 athletes (<i>please note that a sub group will be created based on attendance as well as meet qualifications at the beginning of the next season</i>).
Attendance Requirement*:	Athlete's in this group are expected to attend 80% of offered practices throughout the month. With practices ranging from 90 - 120 minutes or longer including Dryland / Strength & Conditioning. Strength & Conditioning is offered 2-times per week at this level. <i>Please note that Stength & Conditioning is considered alongside the attendance requirement.</i>
Group Emphasis	Mastery of all-four stroke mechanics is the emphasis within this group. The overall goal is establishing a strong aerobic base for these athletes with expectation of the 400 Individual Medley to be a main training event for this group. This group will begin to place the emphasis on the athlete's accountability of their swimming, to create a culture of independency rather than dependency. The athlete's mental framework begins to take precedence, as well as the importace of maintaining distance per stroke at maximal levels.
Progression:	Progression at this level is determined by time standards oriented with Wisconsin Swimming State Championships as well as commitment to strive for USA Swimming Speedo Sectional time standards. Swimmers wishing to progress to Senior Group will have mastered the 400 Individual Medley event, as well as maintained a commitment to the group by continually achieving the attendance requirement and excelling as a sportsman and a leader amongst the group (this is at the discretion of the Head Coach, as well as the Lead Coach of the group).
Group Testing:	Testing for the Blue Group athletes will be conducted continuously throughout the season based on individual and group needs. There will be set move-up dates: during December moving into our Christmas Training schedule, following March moving into our Summer Season, and again in the Fall moving into our SCY Season. These tests are conducted at the discretion of the Head Coach.
** IF AN ATHLETE IS LOOKING TO MOVE-UP, THE RECOMMENDATION MUST BE ACHIEVED.	

Group Name	Senior 1
Target Member / Competitive Level:	High School / Competitive Swimmer.
Age Range / Competitive Goal:	13+ years old - High School Athlete's looking to maintain form and increase their capabilities while training for the next High School Season. These athlete's strive for USA Motivational Time Standards "A" as well as participating in the Wisconsin State Championship meet, and above.
Skill Requirement:	High School athlete with foundational understanding of the four-stroke groups as well as adaptation to trainability within the water.
Group Size:	Group is not to exceed 50 athletes (<i>please note that a sub group will be created based on attendance as well as meet qualifications to accommodate rest-cycle planning. If need be a Senior 1 & Senior 2 & Senior 3 Group will be created</i>).
Attendance Requirement*:	Athletes in this group do not have an attendance requirement, yet there is a strong recommendation to attend 4/6 of the offered practices throughout the week. With practices ranging from 90 - 120 minutes or longer including Dryland / Strength & Conditioning. Strength & Conditioning is offered 3-times per week at this level. <i>Please note that Strength & Conditioning is considered alongside the attendance.</i>
Group Emphasis	Mastery of all-four stroke mechanics is expected within this group. This group will place a heavy emphasis on the athlete's own accountability of their swimming, to create a culture of independency rather than dependency. We will place a strong emphasis on training an individual ability to perform under duress as well as fine-tuning stroke mechanics, while cultivating the athlete's mental framework as well as their ability to become more specific throughout the longevity of their high school career.
Progression:	Progression at this level is determined by time standards oriented with Wisconsin Swimming State Championships as well as commitment to strive for USA Swimming Speedo Sectional time standards. If the number of athlete's competing above the Wisconsin State Championship level grows above 15 athletes, a full-time subgroup will be formed at the discretion of the Head Coach. For an athlete to advance to Senior 2, they must display a commitment to the sport as well as the program by attending 90% of practices offered, displaying a level of engagement and leadership amongst the group. Advancement to Senior 2 may be achieved at the recommendation of the Head Coach.
Group Testing:	Testing for Senior Group athletes will be conducted continuously throughout the season based on individual and group needs. These tests are conducted at the discretion of the Head Coach.
** IF AN ATHLETE IS LOOKING TO MOVE-UP, THE RECOMMENDATION MUST BE ACHIEVED.	

Group Name	Senior 2
Target Member / Competitive Level:	Advanced / Competitive Swimmer.
Age Range / Competitive Goal:	13+ years old - These athletes are working towards being able to compete at qualifying meet such as USA Swimming Speedo Sectionals and above, as well as participate at the LSC Championships level or above. Top swimmers in this group will qualify for Wisconsin State Championships as well as USA Swimming Speedo Sectionals, and national level meets. High School swimmers may also be in this group to improve their individual skills to aid them in their athletic careers.
Skill Requirement:	Complete Blue to Senior test requirements and progression criteria (<i>discretion of the Head Coach may be used in special circumstances</i>).
Group Size:	Group is not to exceed 35 athletes (<i>please note that a sub group will be created based on attendance as well as meet qualifications to accommodate rest-cycle planning. If need be a Senior 1 & Senior 2 Group will be created</i>).
Attendance Requirement*:	Athlete's in this group are expected to attend 90% of offered practices throughout the month. With practices ranging from 90 - 120 minutes or longer including Dryland / Strength & Conditioning. Strength & Conditioning is offered 3-times per week at this level. <i>Please note that Strength & Conditioning is considered alongside the attendance requirement.</i>
Group Emphasis	Mastery of all-four stroke mechanics is expected within this group based on what is mastered within the Blue Group. This group will place a heavy emphasis on the athlete's own accountability of their swimming, to create a culture of independency rather than dependency. We will place a strong emphasis on training an individuals ability to master the 400 Individual Medley event, while cultivating the athlete's mental framework as well as their ability to become more specific throughout the longevity of their career.
Progression:	Progression at this level is determined by time standards oriented with Wisconsin Swimming State Championships as well as commitment to strive for USA Swimming Speedo Sectional time standards. If the number of athlete's competing above the Wisconsin State Championship level grows above 15 athletes, a full-time subgroup will be formed at the discretion of the Head Coach.
Group Testing:	Testing for Senior Group athletes will be conducted continuously throughout the season based on individual and group needs. These tests are conducted at the discretion of the Head Coach.
** IF AN ATHLETE IS LOOKING TO MOVE-UP, THE RECOMMENDATION MUST BE ACHIEVED.	

Equipment Lists

Recommended style of equipment is available for purchase through our team apparel store on the website. Please see your coach if you have any questions.

Barracuda

- Goggles
- Suit
- Kickboard
- Water bottle

Red/White

- All of the above
- Paddles (1 pair)
- Fins (1 pair)
- Front Loading Snorkel
- Pull Buoy
- Mesh Bag (medium)

Blue/Senior

- All of the above
- Band (goes around ankles)***
- Whiffle Ball x2
- Lacrosse Ball (optional)

Swim Meet Information

As a competitive swim team, meets are our “Games”. Meets are a fun time for swimmers and our team as well as being a way to measure their improvement.

Swim meet participation is required, with levels varying on the season. Our meet schedule is posted on our website www.patriotsswimming.com under the EVENTS tab [HERE](#) before the start of each season to allow our families time to plan. Below are our team policies and a Swim Meet 101 which answers many questions regarding meets.

Meet Fees

Meet fees are added to billing each month. They are auto-billed through the RecPlex with the monthly practice fees. For every event your child is entered in, there is an event entry fee. This is usually between \$5-8 depending on the meet. Wisconsin Swimming also charges a fee per athlete (currently at \$4). Please note that this fee increases for championship meets. Host teams usually have an athlete/facility charge as well ranging from \$10 - \$25. PX3 also charges an athlete charge per meet to offset our coaching costs this varies per season (\$10 - 12) when traveling to away meets. If the team sets up a travel meet (*team provides Transportation/Room/Board*); specific pricing will be sent out that is unique to the event. Fees for each meet are available on the page for that meet

Volunteering Policy

At the Pleasant Prairie Patriots we believe in the power of community and the importance of active participation from all members. Our volunteering policy is designed to promote teamwork, shared responsibility, and a stronger sense of unity among our community. Please see the Head Coach for further information.

Implementation During the 2023-2024 Fall and Summer Season

Starting in the 2023-2024 Fall and Summer season, we will expand upon our volunteering efforts to foster a more collaborative and engaging environment. Details about specific volunteering opportunities will be provided by our Head Coach, and we encourage all members to actively participate in these initiatives.

Parental Responsibility

We recognize the valuable contributions parents make to our organization, and we appreciate their dedication to our mission. To ensure the success of our volunteering program, parents are expected to fulfill their volunteering commitments. However, we understand that there may be situations where a parent is unable to participate personally. In such cases, it is the responsibility of the parent to arrange for a suitable replacement or relief.

Meet Entry Policy

Summary

This Policy outlines the scheduling, communication, entry process and late entry penalties used by PX3 for its regular season meets in the short and long course seasons. In addition, it covers attending a meet that is not on the PX3 season schedule.

Policy Statement Schedule

Meet schedule for each season will be posted as soon as it is approved by the coaching staff. When we get the information from the host team, we will notify our families that registration is open. The meet schedule is defined by the coaching staff with the intention of providing the best overall opportunities for all swimmers to develop and succeed as individuals and as a team. As a result, swimming USA sanctioned meets outside of the PX3 approved schedule should be viewed as the exception.

Communication

All communication regarding meets and deadlines will be done via email. The contact emails entered into TeamUnify will be the email that is used. Multiple email addresses can be entered for a single swimmer.

Families will get an additional TeamUnify generated email reminder seven days prior to the registration deadline. There will also be one more email reminder the day of or the day before the deadline.

In the event that a swimmer desires to swim a USA Sanctioned Meet outside the PX3 schedule, it is imperative that this be done in cooperation with the coaching staff. To achieve this cooperation a "Non PX3 Meet Communication Form" is to be completed and submitted to the Head Coach prior to entry into a non PX3 Meet. Coach's recommendations will be discussed with the family and documented on the Communication Form. The form will then be returned to the family and a copy will be submitted to the Meet Manager.

Meet Entries

All entries are done thru TeamUnify by the individual swimmer/member. The team does not enter events for swimmers. For advice on what events to swim, the swimmer may get assistance from their coach. Coaches have final say over what events the swimmer can swim at all PX3 scheduled meets. At PX3 scheduled meets sanctioned by USA Swimming, all swimmers shall only swim as PX3 members. Coaches will encourage swimmers to push themselves, but not to swim anything they are incapable of.

Times attained at non PX3 scheduled meets, will not be eligible for team records.

No refunds will be given once entry fees have been sent into host team. The only exception will be if the host team limits events.

Late Entries

If the meet registration deadline has passed and the swimmer wishes to enter the meet, an email must be sent to the Team Administrator (awise@pleasantprairiewi.gov). The Team Administrator will then let the swimmer know if entry is still possible. The Team Administrator will contact the host team, if necessary.

If entry is still possible, the Team Administrator will then enter in the late swimmer. **However, a late fee of \$50 will be assessed to that swimmers account.** This is a flat fee per family that is not tied to number of events. The swimmer will also be charged the normal team entry fees.

Swim Meet 101

Meets

USA swimming meets are divided by age and gender. Occasionally there will be “mixed” relay or a host team may decide to combine heats due to the number of swimmers registered to participate.

Common Age Groups: • 8&under • 10&under • 9-10 • 11-12 • 13-14 • 15&over • Open (any age)

Short Course V. Long Course

Short Course (SCY) - Pools are 25 yards - Regular season runs September through February

Long Course (LCM) - Pools are usually 50 meters - Regular season runs April through July

Types of Meets

Dual/Double Dual Meets – Between PX3 and one (1) or two (2) other team. Usually take place as a one (1) day single or multi session format.

USA Swim Meets - These are large meets with many team participating and are open to all swimmers that are registered as USA swimmers. This is a majority of our meets.

Timed Final Meets - Competition in which only heats are swum and final placings are determined by those times.

Prelim / Final Meets -Type of meet with two sessions. The preliminary heats are usually held in the morning session for older swimmers. The fastest six (6), eight (8) or ten (10) (Championship Heat-A Final) swimmers, and the next fastest six (6), eight (8) or ten (10) swimmers (Consolation Heat-B-Final) return in the evening to compete in the Finals. Sometimes a third (C-Final) or fourth (D-Final, usually reserved for 18&Under only) heats may occur during these meets if a larger format is offered. There is usually an afternoon timed final session for younger swimmers or for time trials at these meets, but not always.

Post Season Meets - These meets have qualifying times for every event and usually take place after our regular season has ended.

Wisconsin Swimming Regional Championship - The coach will notify you if your swimmer qualifies. The meet is held once a season at a location within our region.

Wisconsin Swimming 12&Under Single Age and State Championship – These meets are for Age Group swimmers (12 and Under) with qualifying times. The meets are held three (3) times a year at various locations throughout the state. Single Age (December-SCY), 12&Under State (February-SCY and July-LCM). In almost all cases overnight travel and hotel reservations will be needed unless we are hosting the event.

Wisconsin Swimming 13&Over Championship – This meet has qualifying times and is usually for swimmers 13+, however any swimmer making the time can attend. The meet is held two (2) times a year at various locations throughout the state (March-SCY, July-LCM). In almost all cases overnight travel and hotel reservations will be needed unless we are hosting the event.

Time Standards

Wisconsin Time Standards can be found on the PX3 website under EVENTS tab [HERE](#) or at www.wisconsinswimming.org

National Motivational Times are available at www.USAswimming.org and on our team website under the EVENTS tab [HERE](#). These are age group time standards designed to encourage age group swimmers to step their swimming up to the next level. These time standards guide you from just starting out in your age group to reaching your highest potential. Start at Level B and work your way up to Level AAAA times.

Important Resources

The Pleasant Prairie Patriots Swim Team website www.patriotsswimming.com offers team schedules, meet announcements, billing information, account management, and resources for parents and swimmers. It also posts our team records and time standards when using the [OnDeck app](#).

[OnDeck](#) is an app for our website. It is available for iOS and Android. The login and password for it are the same as our website.

www.USAswimming.org is a terrific website that contains a lot of resources for both parents and swimmers to explore.

www.wisconsinswimming.org is the home of our LSC, Wisconsin Swimming, and a good resource for the Regional and State Championship swimming qualifications, seasonal meet locations, and time standards.

Meet Mobile is a mobile device app that most swimming clubs use to post real time meet results. Meet Mobile is available for iOS and Android.

Meet Procedure

1. The Meet schedule is typically announced at the beginning of the season. Plan what meets you will attend. If assistance is needed, please reach out to your swimmers group coach and other parents on the team for guidance.
2. Individual Meets will be opened for registration when we receive all the information from the host team. You will receive an email announcing each meet.
3. Register for the meet before the meet deadline. This will be listed in the announcement email as well as on the website under the Event. Instructions are available on our website.
4. If you miss the deadline and still wish to register, a \$50 late fee per family will be billed to your account if it is possible to make changes. This depends of if we have sent the entries in to the host team, if the host team is allowing changes, or if the meet is full. Please note that once entries are sent into USA Swimming to run what is called a Meet Recon we are typically no longer able to do anything.
5. An entry report will be posted on the team website under the EVENTS tab [HERE](#) after the meet deadline. Please review the posted entries and make sure it says what you expect.
6. Coaches and meet management will review entries and make any changes needed. Coaches will also create tentative relays, if available.
7. Entries are sent into the host team.
8. You will be notified when/if we are accepted into the meet.
9. Once we have been accepted into the meet and entries are finalized, you will be billed for the meet after the event has ended. The amount varies for each meet and is listed on the Event page for each meet. The amount will be automatically withdrawn from the billing department within one (1) month of the event ending.
10. Attend the meet.
11. Meet times will be updated in our system when we receive the results file from the host team.

Meet Terminology

Session – Meets are divided into sessions. Usually Friday, Saturday AM, Saturday PM, Sunday AM, Sunday PM. You are required to attend 6 sessions for SCY season and 4 sessions for LCM.

Event – A specific Gender, Distance and Stroke. For example: Men's 200 Freestyle

Heat – each event is divided into heats based on the number of lanes used, the number of swimmers and based on entry time of the individual swimmer. Usually from slowest to fastest.

Lane – the lane a swimmer is competing in.

Seed Time / Entry Time - The team entry is sent in with each swimmer's best time (up to the date that the entry was submitted) in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event.

Psych sheet – this is usually sent out before the meet and is posted on our website. It lists all swimmers from all teams in each event in order of "seed time" or entry time.

Timeline - this is occasionally provided by the host them and sent out before the meet. It is the estimated times that events will start as well as the estimated time a session will finish. Your swimmer needs to be there at the arrival time, not when they are scheduled to swim.

Parent Need to Know – a document created by PX3 that has all the critical information for the meet including address, arrival times, venue information, etc.

Heat Sheet - A heat sheet is the printed listing displayed before and during a meet that tells swimmers what events they will compete in. It also defines the swimmer's lane assignment per event. Lanes are typically assigned based on seed times, with the fastest swimmers in the center of the pool. Events are listed in order, usually alternating girls (odd events) and boys (even events). They are sometimes available for purchase close to the start of the meet.

Bull Pen – area for younger swimmers to report for their events. Swimmers will be walked from the bull pen to the blocks by meet workers.

Relays – an event swam by 4 swimmers. Each swimmer swims a part or a stroke. Some relays are freestyle only, some are Medley relays and have all 4 strokes.

Meet Day

Before The Meet Starts

1. Arrive at the pool at least 30 minutes before the scheduled warm-up time begins. This time will be listed in the Parent Need to Know information emailed out to all swimmers and also on the website under the event.
2. Upon arrival, find a place to put your swimmer's blankets, swim bags and/or sleeping bags. The team usually sits in one place together, so look for some familiar faces.
3. Positive Check-In. This lets the host team know your swimmer is there.
 - a. All meets require a check-in. This may be with your coach or on a piece of paper you have to highlight your name. If it is not with coach, there is typically a table near the entrance for the swimmer to check-in. Parents are not allowed on deck; in some locations this may be a responsibility of your swimmer or your swimmer's coach. Make sure your swimmer checks in with his or her coach as well.
 - b. Positive Check in will close at a specific time. If you are running late, you need to let a coach know so that your swimmer can be checked in. If they are not checked in, they will be scratched from the day and may not be able to swim the rest of the meet.
4. Your swimmer now gets changed and get his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. A swimmer's body is just like a car on a cold day-he/she needs to get the engine going and warmed-up before he/she can go all out. It is also a chance to get used to a new pool and go off the blocks before a race.
5. After warmup, write or have the swimmers write each event-number on his or her hand in ink (sharpie's work best and survive the pool best). This helps him/her remember what events he/she is swimming and what event number to listen or watch for.
 - a. You and your swimmer can find event, heat and lane assignments on a heat sheet (some teams put them on their website, have it available for purchase at the meet, or on [MeetMobile](#)).
 - b. Coaches will also have information.
 - c. Older swimmers are expected to write their own events, heats, lanes.
 - d. After warm-up, your swimmer will go back to the area where his/her team is sitting and wait there until his first event is called. This could be on deck with the coaches, or occasionally in a common area with swimmers and parents.
 - e. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in.
 - f. The first event meet is sometimes an 8 and under relay. It is important these young swimmers are not "wandering around" or with their parents after warm-up.

6. Sometimes there will be two warm up sessions. The meet will usually start about 10-15 minutes after all warm-ups are completed.

Parent Expectations During a Meet

- **USA meets: According to USA Swimming rules (because of insurance purposes), parents are not allowed on deck unless they are serving in an official capacity (i.e. officiating, timing, etc.).**
- All questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to a coach. He or she in turn, will pursue the matter through the proper channels.
- Cheer for your swimmer and our team!
- Treat all competitors, parents, meet officials and volunteers with respect.
- Timing: Timing is going down on the deck and using stopwatches and the host team's timing system to help time the races of the meet. For our hosted meets, please sign up to time on our website when the Job Sign up is available and report to the deck when you hear the Timers Meeting announced.

During The Meet

1. Swimmers need to pay attention to the event numbers so they don't miss their events! (Parents need to pay attention, too, or you'll miss your child's race).
2. It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their hand/arm). He/she may swim right away after warm-up or they may have to wait awhile.
3. Most meets are computerized, so you can see event and heat numbers on the board. There are generally two ways a swimmer gets to his/her lane:
 - a. For swimmers 11&up: A swimmer usually reports directly to his/her lane for competition a number of heats before he/she actually swims. Check with your swimmer's coach for specific instructions.
 - b. For swimmers 10&Under: In some meets, a swimmer's event number will be called, usually over the loudspeaker, and he/she will be asked to report to the "clerk of course" or "bullpen". Swimmers should report with his/her cap and goggle.
 - i. Generally, girl's events are odd-numbered and boy's events are even-numbered. Example: "Event #26, 10-Under Boys, 50 freestyle, report to the Bull Pen." The "Clerk of Course" or "bullpen" area is usually where all swimmers checked in before the warm-up.
 - ii. The clerk will usually line up all the swimmers and take them down to the pool in correct order.
4. Swimmers must report to their lane with their cap and goggles.
5. The swimmer swims their race.
6. Swimmers after each swim should go immediately to his or her coach. The coach will discuss the swim with each swimmer. Generally, the coach follows these guidelines when discussing swims:
 - a. Positive comments or praise
 - b. Suggestions for improvement
7. Things you, as a parent, can do after each swim:
 - a. Tell your swimmer how much fun it was to watch them swim. The coaching staff will be sure to discuss stroke technique with them. You need to tell them how proud you are and what a great job they did.

- b. Take swimmer back to the team area and relax. If swimmers are on deck with coaches, they need to return to the deck area as soon as possible.
 - c. This is another good time to check out the bathrooms, get a drink or something light to eat.
8. The swimmer now waits until his next event is called and starts the procedure again.
9. When a swimmer has completed all of their events, you can go home. Make sure, you as a parent, check with the coach before leaving in case your swimmer is in a relay (sometimes the last event of the meet). It is not fair to other swimmer teammates who have stayed to swim in a relay that includes your swimmer and he/she is not there.
10. Results are usually posted somewhere in the facility during the meet and will be loaded to our website after the meet. Many swim clubs are also posting events and results on the app ["Meet Mobile"](#).
11. Awards are gathered for a team and given to the coach at the end of the meet.
 - a. Occasionally a meet will have High Points awards for swimmers who score the most points in their age group. The coach will let you know if your swimmer should stay for that award.
 - b. Awards (ribbons or medals) are placed in the family folders in the boxes at the RecPlex Aqua Arena.

What to Bring

SWIMMERS - Team areas are not under direct supervision, so we advise against bringing anything valuable.

- PX3 Speedo Brand team suit (Red, White, Blue or Senior)
- Extra Speedo Brand swim suit (in case of emergency)
- 2 Speedo team caps
- 2 Speedo goggles
- Water bottle (no soda or juice)
- 2 towels (some swimmers like a towel for each event)
- Blanket or sleeping bag if venue is chilly
- A light healthy snack
- Warm-up clothes to wear over your suit between events
- Dry clothes to wear home
- Underwear (if you wear your suit to the meet)
- Something to do between events (book, game, toy, etc.)
- Sharpie – to write event/heat/lane on your arm

PARENTS/FAMILIES

- Chairs Some venues have bleachers or folding chairs, but they fill up quickly (and they are not always comfortable!). *Please note that at the RecPlex, chairs are not allowed on the pool deck because we have a tiled deck and not a brushed concrete deck. Chairs are also not allowed in the Aqua Mezzanine at the RecPlex. Please check with the venue.*
- Wear Layers. It is usually warm, if not HOT, inside. Dress for it.
- Water & Snacks. There is always food to be found during meets. Purchasing snacks generally helps support the team that is hosting. That said, you should always feel free to bring your own snacks and drinks.
- Bring something to do. Book / magazine /knitting / Sudoku / crosswords. All meets have downtime – even short ones.
- Something for the siblings to do. Very few venues have room or space for children to be active. Bring something to keep them occupied.
- Money, pen, highlighter, Sharpie. Heat sheets may be available for purchase (anywhere for \$2 - \$10) or on the host team's website and it's helpful to highlight your swimmers' events. Sharpies are useful to write event/heat/lane information on your swimmers' hand or arm.

Registration and Financial Considerations

Fees Breakdown

The fees involved in the Pleasant Prairie Patriots Swim Team are as follows (the specific fees for the current year are listed during registration):

- Annual Administrative Registration fee: Offsets the cost of equipment, pool supplies, technology costs, and USA Swimming Yearly Insurance Membership. This fee is annual (beginning of short course through end of long course).
- Training fees are paid monthly, or in full by the season, and season timeframes are detailed in each season's registration. Swimmers qualifying and competing in post season meets will be billed accordingly for the practice time used. A sibling discount is available. There is no discount to paying in full.
- Monthly training fee amount: These are based on your swimmer's group level and automatically withdrawn each month
 - Administrative Registration Fee – Billed out with your swimmers first month of dues upon joining PX3 typically in September (or whenever joining PX3)
 - High School swimmers may pause monthly fees but must properly notify the billing department (recplexbilling@pleasantprairiewi.gov) and team administrator in order to qualify for a billing pause.
 - August-October-Traditional High School Girls Season
 - November-February-Traditional High School Boys Season
- Annual USA Swimming registration: Required by our "Parent" organization, USA Swimming. Wisconsin Swimming receives a portion of this fee. This fee changes sometimes yearly and will be factored into your Administrative Registration Fee.
- Meet related fees: For each competition your swimmer enters there will be fees and surcharges for each event in which they compete. Fees vary from meet to meet and will be assessed on your monthly bill.
- Misc. fees/charges: There may be other fees/charges assessed throughout the year (i.e. Extra caps, meet fines, etc.). You will be notified in advance of the nature and amount of the fee.

Fees FAQ

How long is my commitment to the team and when are fees due? We have reserved a spot for your athlete for the entire season and you are registering to join Pleasant Prairie Patriots swim team for a season (Winter-SCY or Summer-LCM). Fees are due for registration and then for training, meets, misc. We offer the option for training fees to be paid in full or monthly installments. The team registration fee and USA Swimming fee are paid only once a year during Fall / Winter registration (or long course if not previously paid).

Swimmers pay the training fee regardless of whether they are in the water or not (this includes a swimmer participating in another sport or activity). In the event of season ending injury or family hardship, please contact the Team Administrator and Head Coach/CEO to discuss options.

What if my swimmer leaves the team? Should a swimmer decide to leave the Pleasant Prairie Patriots Swim Team, the Team Administrator and Billing Department (recplexbilling@plprairie.com) must be notified in writing.

Cancellations must be submitted by the 19th of the month prior. Cancellations will result in the following payments to be made in order to successfully cancel:

October 19th=25% of the remaining monthly fees owed

November 19th=50% of the remaining monthly fees owed

December 19th=75% of the remaining monthly fees owed

January 19th=100% of remaining monthly fees owed

February 19th=100% of remaining monthly fees owed

During the Long Course Season, team's participation cannot be cancelled.

If a swimmer leaves the team during season, or for a season, they will need to go through the official evaluation process if they wish to return to the team. There is no guarantee a spot will be available, and spots are not saved for swimmers wishing to take a break.

I have several children in the club. Am I eligible for a discount? At this time, we do offer a discount to families with multiple swimmers. Please see the website under "About PX3" and "PX3 Team Fees".

What happens to my monthly fee if my swimmer changes practice groups? If a swimmer changes practice groups anytime during the year, the monthly installment amount will also change to reflect the new practice group on billing. If you paid in full, we will charge the additional.

What are the options available to pay my fees? Families pay their fees using the payment on file found on the EFT form submitted during the registration process to the billing department. To change this information, you will need to complete a new EFT form and submit it to the RecPlex billing department at recplexbilling@plprairie.com

Registration Fees & Policy

Summary

Season fees are set in order to adequately cover budgeted expenses. The fees are set by the Administration of the PX3 Swim Team (Head Coach/CEO and Team Administrator) and the Village of Pleasant Prairie and are structured according to certain guidelines as outlined.

Policy Statement

The PX3 Administrative Team will convene with the assistance of the Village of Pleasant Prairie Finance Department each year to conduct a proper audit of the team's financials and set the fees for the season based upon the established budget for the next year. The fees for each swim group (i.e. Barracuda, Red, White, Blue and Senior) will be determined with consideration given to corresponding time/expense. Active Collegiate Swimmer fees will be determined with consideration given to those who assist with the training of the age group swimmers of PX3 in order to help offset fees.

Season fees will be communicated to the membership prior to or at time of registration. If a member becomes delinquent with payment, communications from the billing department will be made with the member in order to determine the specific situation at hand. Failure to pay will result in a discontinuation of the ability to participate in the program and the said member will be turned over to a collections agency as outlined in the EFT forms completed and signed during each registration.

Fee Payment

Please see the full explanation of fees, payment options and the terms and conditions [HERE](#)

Change in Swimming Status

Swimmers can only be moved to a new roster group if approved by the Head Coach/CEO or Head Age Group Coach. Group move ups occur at set times outlined in the Group Expectations and Recommendations section.

Swimming Competency

All new swimmers trying out for PX3 must qualify with a two stroke minimum. They must be able to swim two strokes legally for at least 25 yards according to USA Swimming standards. If he/she is unable complete this, they won't be considered for a position on the team. In the event that a legal breaststroke and or legal butterfly are shown in place of the freestyle or backstroke, those will be accepted.

Transfer Swimmers

If a swimmer is transferring from another team, they must transfer to PX3. They will be sent the WI Swimming transfer form by the PX3 Team Administrator. PX3 will take care of this payment and submitting the form to WI Swimming. The transfer fee will then be charged on the next monthly billing. The current transfer fee is \$50. Please return this form to the Team Administrator.

Parent & Swimmer Code of Conduct

As members of the Pleasant Prairie Patriots Swim Team (PX3), we are part of a swimming organization that believes teamwork, integrity, respect and good sportsmanship are more important than winning. The following behavior guidelines state the principles PX3 expect all members to demonstrate and uphold. Athlete and Parent Code of Conduct's are signed each season during the registration process.

PART I – PARENTS 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, observing practices when requested, 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 participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will follow all state and local laws while attending any event involving the Pleasant Prairie Patriots Swim Team and will at all times demonstrate good moral character and be an example for any and all to see.
- I will direct my concerns to first to my child's group coach; then, if not satisfied, to the appropriate supervisor.

PART II – PARENT – BASIC RESPONSIBILITIES

- Practice teamwork with all parents, swimmers, and coaches by supporting the values of Discipline, Loyalty, Commitment, and Hard Work.
- Know your role. Swimmers → Swim / Coaches → Coach / Officials → Officiate / **Parents → Parent**
- Support your professional coaches as they strive to do what is best for each PX3 swimmer. Our expectations and methods are based on USA Swimming, the American Swim Coaches Association and other recognized swimming authorities.
- Assist the coaches in conducting effective practices by ensuring swimmers arrive and leave on time and bring the proper equipment.
- Arrive on time at meets for volunteer positions, swimmer check in, stretching and warm-ups.
- Represent PX3 with excellence, respect, team spirit, good sportsmanship, and politeness.
- Maintain self-control at all times. Refrain from inappropriate behavior that detracts from a positive image of the team or is detrimental to our performance objectives.
- Assist the coaches by not talking with or motioning to swimmers during practices unless clearing it with a coach before the start of practice.
- Trust and support your swimmer's and coach's decisions around goal-setting, training commitments, swim event entries, and meet schedules. Do not impose your ambitions on your children
- Any questions about disqualifications, judging, etc. should be directed to your swimmer's coach. Any concerns should be addressed with the appropriate coach in private. Concerns should be brought to the attention of your child's coach. If that is unsatisfactory, it should be brought to the Head Coach. If you deem the response to be unsatisfactory, you may write a formal complaint to the PX3 Board of Directors. All such issues should be documented, signed and dated.
- Get involved....be an official, work on the board, help plan a fundraiser, help plan a group social. Find something you enjoy!
- Share the burden among parents by volunteering to help at meets.

- Pay your fees on time.
- Know and uphold PX3 rules, regulations, management and coach directives, and by-laws that are designed to maximize the experience for all swimmers and parents.

PART III – VIOLATION OF THE CODE – PARENTS

The coaches and the PX3 Board have the authority to impose the following penalties for violation of the Pleasant Prairie Patriots Swim Team Parents Code of Conduct. The penalties include, but are not limited to, the following:

- Verbal warning
- Removal of swimmer from practice and parent communication
- Temporary suspension - swimmer will be suspended for one (1) week (There will be NO prorated fee for monthly dues.)
- Permanent Suspension (There will be NO refund of dues.)

I agree that if I violate any of these rules, I will be subject to disciplinary action determined by the coaches, which may include permanent suspension from the team.

PART IV – SWIMMER CODE of CONDUCT

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By signing this code of conduct, I agree to the following statements:

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will attend all team meetings and training sessions required by my practice group guidelines, unless I am excused by my coach.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's rules and codes of conduct.

PART V – VIOLATION OF THE CODE – SWIMMERS

The coaches have the authority to impose the following penalties for violation of the Pleasant Prairie Patriots Swim Team Swimmer Code of Conduct. The penalties include, but are not limited to, the following:

- Verbal warning
- Removal from practice and parent communication
- Probation - swimmer will need to be accompanied by a parent at practice for four (4) consecutive days.
- Temporary suspension - he/she will be suspended for one (1) week (There will be NO prorated fee for monthly dues.)
- Permanent Suspension (There will be NO refund of dues.)

I agree that if I violate any of these rules, I will be subject to disciplinary action determined by the coaches, which may include permanent suspension from the team.

Electronic Communication Policy

PURPOSE

The Pleasant Prairie Patriots Swim Team (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 **T**ransparent, **A**ccessible and **P**rofessional.

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. One on one communication with a minor athlete must include a 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, INSTAGRAM, TWITTER, AND SIMILAR SITES

Coaches may have personal Facebook, Instagram, Twitter (or other social media sites or apps) 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, Twitter, Instagram, Snapchat, Tik Tok or any other social media app or site that could be seen as similar.** Coaches and athletes are not permitted to

“instant or private message” each other through Facebook Messenger, Twitter Personal Message, Instagram Personal Message, Snapchat, Tik Tok, or other IM methods from like social media outlets.

The Club has an official Facebook & Instagram 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.

TEXTING

MAAPP Rules must be followed. Communication by text may only be within the 5:00am-9:00pm time frame. When communicating with an athlete through texting, a parent, another coach, or a board member must also be copied.

EMAIL

MAAPP Rules must be followed. Communication by email may only be within the 5:00am-9:00pm time frame. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

PHONE

MAAPP Rules must be followed. Communication by phone may only be within the 5:00am-9:00pm time frame. When communicating with an athlete through the phone, parent must be included on the call. The athlete must be added LAST to the call.

Exceptions that apply to Texting, Email and Phone communication

- i. When a Dual Relationship exist; and/or
- ii. When the Close-In-Age Exception applies.

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.

See Pleasant Prairie Patriots Swim Team approved MAAPP 2.0 for further explanation and definition of items.

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 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 – Additional Team 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.
- 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 and documented on using the proper forms.
- 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 using the proper forms (or legal guardian).
- d. When only one athlete and one coach travel to a competition, at the competition the coach and athlete will 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 & 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. 12 & Under athletes will be accompanied by a chaperone.
- n. The Head Coach and CEO 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 - Other Policy addendums

The below items are possible addendums that will be added into team travel details as needed. These will be agreed on at time of sign up. Some of these items are already written into the team's overall policies and procedures and therefore should be followed at all times.

Safety

- a. Additional guidelines to 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;
- f. Adult Participants who are parent/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

Behavior

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Develop cell phone usage guidelines;
- d. Develop computer use guidelines including social media;

- e. Respect travel vehicles;
- f. Establish travel dress code;
- g. Use appropriate behavior in public facilities;
- h. Establish two different curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. Needs and wellbeing of the team come first.

Financial

- a. No room service without permission;
- b. Swimmers responsible for all incidental charges;
- c. Swimmers 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. Establish fair trip eligibility requirements;
- b. Establish age guidelines for travel trips;
- c. Parent(s) responsible for getting swimmer(s) to stated departure point; and
- d. Requirements for families to attend "Team Travel Meets."

Code of Conduct / Honor Code

Required:

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. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- 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 Pleasant Prairie Patriots Swim Team. Athlete behavior must positively reflect the high standards of Wisconsin Swimming, Pleasant Prairie Patriots Swim Team and the RecPlex.

Disciplinary actions in the event someone fails to comply:

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

Photography and Video 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.

POLICY

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions ("publication") should only be done with parents' consent per the attached form.
2. A parent or guardian has a right of refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in the posted meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent by the photographer. Their right to do so should be specifically drawn to their attention if it isn't stated by the parent or guardian.

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.

Photography Consent Form

The Pleasant Prairie Patriots Swim Team and/or the RecPlex may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent/caregiver of Patriots swimmer(s) I allow the following:

- Take photographs to use on the club's secure website
- Take photographs to include with newspaper articles
- Take photographs to use on club notice boards
- Video for training purposes only

Please note that it will be implied that consent is given for your child(ren) to be photographed for team purposes. Consent forms can be updated at any time. To refuse agreement to any of the points above, please email recplexaquatics@pleasantprairiewi.gov.