



WAT HANDBOOK

Revised and Adopted: March 2022

The purpose of this handbook is two-fold:

1. Let our members fully understand Watertown Aquatic Team
2. Outline club policies that impact all athletes and families.

Acknowledgement of Receipt of WAT Handbook

I acknowledge that I have received a copy of the WAT Handbook. I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook. I also understand that as a parent/guardian, it is my responsibility to inform my swimmer of the policies and procedures of WAT.

I understand that the purpose of this Handbook is to inform me of WAT's policies and procedures. Nothing in this Handbook provides any entitlement to me or any other WAT member. I understand that WAT has the right to change any provision of this Handbook at a meeting of the Board of Directors.

By completing registration and allowing your swimmer(s) to participate in practices and meets, you and your swimmer are agreeing to follow all rules and policies as outlined in this handbook.

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WELCOME TO THE WATERTOWN AQUATIC TEAM!

We would like to take this opportunity to welcome you to the Watertown Aquatic Team (WAT).

We look forward to meeting you and working with your swimmer(s).

The sport of competitive swimming has many benefits, including physical development, intellectual competence, and the opportunity to build life-long relationships. This handbook has been prepared to help you and your swimmer(s) succeed in WAT. Please ask questions, familiarize yourself with this handbook.

BOARD OF DIRECTORS

WAT operates with a Board of Directors that consists of the following positions:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Meet Director
6. Member-at-Large

Specific officers, as well as coaches are listed on the website www.watswimming.com

Descriptions of the board positions can be found in the team bylaws.

The Board of Directors meets monthly January thru November. Meetings are held on the first Monday of the month at 6pm. The annual All-Member Meeting is typically held in March. All WAT participants are encouraged to attend all board meetings.

VISION

Use competitive swimming to inspire and educate young swimmers in the pool and in life.

MISSION

To embrace swimmers on a competitive team; to develop the character and self-discipline necessary to succeed not only in swimming, but also in life away from the pool.

COACHES

WAT employs a Head Coach and multiple Assistant Coaches each season. A full list of coaches can be found on the website. All coaches are required to be in good standing with USA

Swimming.

If others are interested in joining the coaching staff, contact the Head Coach or President of the Board.

OUR TRAINING PHILOSOPHY

Incorporating swim-level and age-appropriate proportions of technique, endurance, and strength, the WAT coaching staff recognizes, embraces, and trains all swimmers while throwing in some fun for good measure along the way.

TEAM CORE VALUES

- Attitude
- Fitness
- Teamwork
- Goal Setting
- Sportsmanship
- Respect

HISTORY

Competitive swimming has existed in some form in Watertown since 1934. The “Summer League” team lasted until the mid-1970’s. During the ‘swimming boom’ of the early and mid-1960’s, parents who desired year-round competitive swimming for their children were forced (by necessity) to drive many miles to practice sessions and meets. During the year 1974, our community came together in support of the indoor pool project at the junior high school. Construction was completed in 1976, with financial help from the local industry & business communities, the school district, and private sources. Shortly thereafter, a group of local families joined together and obtained a sanction from the A.A.U. (then the official sanctioning body of the United States amateur swimming).

Watertown Aquatic Team was granted team status in 1977.

In summer 2009, a group of parents launched a capital campaign to make improvements to the indoor pool. The goal of the campaign was to raise money to purchase equipment that supports competitive swimming. The campaign was a success! Combined with the efforts of the City of Watertown, Watertown Unified School District and the Watertown Athletic Booster Club, business donations and private donors we now have an excellent indoor facility that supports competitive swimming.

Between the winter of 2018 and the summer of 2020, WAT went through a complete change in coaching staff and a global pandemic. Despite these challenges, WAT continued to grow. In 2020, WAT added an extra practice facility in Waterloo, WI and has continued to see record high numbers for the club.

WAT is a non-profit organization, affiliated with USA Swimming via the WI Swimming LSC. The club is operated through the cooperation of the Coaches, swimmers, parents, Watertown Park and Recreation Department, and Watertown Unified School District at the Watertown location, and with the Waterloo School District at the Waterloo location.

OPERATING YEAR

WAT typically operates on a year-round, three-and-a-half-session format as described below.

FALL SESSION: Begins in September and runs through the Polar Plunge meet in early December. Meets are scheduled approximately twice a month.

WINTER SESSION: Begins immediately after the Polar Plunge home meet and runs through the Short Course State Championship meet in late February/early March. Meets are scheduled approximately twice a month.

SUMMER SESSION: Begins in May and runs through the Long Course State Championship meet held in late July/early August. Meets are scheduled approximately twice per month. Summer session makes available the opportunity for swimmers to swim in the early mornings (Watertown only) as well as afternoons.

SPRING INTERIM: This shortened interim is approximately 2 weeks in length conducted in either March or April. The interim is normally a less intense period of training where swimmers can focus mainly on their technique. There are no meets during the interim period. All listed timelines are tentative.

TEAM WEBSITE

The online home of the Watertown Aquatic Team is www.watswimming.com.

Upon joining the team, new members will be given a log-in to the member's only section of the website.

It is through this website that members will accept/decline meets, sign-up for volunteer positions, and view their account status. It is the responsibility of the parent to check the WAT website on a regular basis for updated and new information.

The website is also used by the Board and Coaches to send information to members via email. Parents and swimmers are encouraged to “white-list” or “save” the teamunify.com domain in their email settings to avoid team communications ending up in spam/bulk mail folders. The website is full of information that is made available to club members upon logging in. It is highly encouraged that parents and swimmers familiarize themselves with all aspects of the website on their own.

Code of Conduct: SAFETY

PURPOSE

To establish common expectations for all members and visitors to WAT. It is to be used as a guide to promote a safe environment.

POLICY

- Rules of the Watertown Indoor Pool and Waterloo Indoor Pool must be followed.
- Due to drowning risks and other concerns, no one will enter the pool without a lifeguard on deck.
- Children not participating in practice or competitions must be accompanied by a responsible adult.
- Running, pushing, or horse play on the deck area are not permitted.
- Throwing gear (pool buoys, kickboards, goggles, etc.) is prohibited.
- People who seem out of place or unfamiliar and/or participating in activities of an unsafe or unusual nature should be reported immediately to a coach or board member.
- WAT non-athletes (including parents, coaches, lifeguards) will not enter the locker rooms except in emergency situations and only after notifying a coach, and if possible, with a second responsible adult in accordance with MAAPP guidelines.
- Only swimmers, coaches, and current board members may be on deck during practices.
- Any concerns regarding safety in a locker room will be reported to a coach or board member immediately.

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

VIOLATIONS

Watertown Aquatic Team Board of Directors reserves the right to discipline as needed. Please refer to Addendum A regarding the current policy regarding discipline for violations of policies for those involved with Watertown Aquatic Team.

Code of Conduct: SWIMMERS

PURPOSE

To establish a consistent expectation for swimmers' behavior.

POLICY

- I will respect my teammates and coaches at all times.
- I will demonstrate good sportsmanship at practice and at meets.
- I will set a good example for my teammates.
- I will respect teammates' personal space and property.
- I will commit to giving my best effort every day.
- I will not bully anyone.
- I will show respect for our home pools/facilities and any other pool/facility we may travel to.
- I will not use foul language or obscene gestures.
- I will not partake in violent, dishonest, or illegal behavior.
- I will help take care of WAT equipment.
- I will obey all of USA Swimming's rules and codes of conduct.

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

VIOLATIONS

Watertown Aquatic Team Board of Directors reserves the right to discipline as needed. Please refer to Addendum A regarding the current policy regarding discipline for violations of policies for those involved with Watertown Aquatic Team.

Code of Conduct: PARENTS/GUARDIANS

PURPOSE

To establish consistent expectations for behavior by parents.

As a parent/guardian, I understand how important my child's participation is from a developmental standpoint. I also understand how important it is to respect the coaching staff and the knowledge and authority they have. I agree to the following statements:

POLICY

- I will demonstrate good sportsmanship and show respect and common courtesy at all times to all those around me, including but not limited to team members, coaches, parents, school administrations, and others.
- I will support my swimmer in their competition and follow their progress.
- I will only address coaches outside of practice times except in an emergency.
- I will not enter the active deck area during practice and will only do so during a meet if I have official status as a timer, marshal, runner, or other designated meet-related role.
- I will refrain from coaching my swimmer from the stands.
- I understand that abusive, profane, or derogatory language is not permitted.

- I will check my email and the team website regularly for communications from coaches and board members.
- I will direct any concerns to either a board member or the head coach.
- I will volunteer my time at all home meets.
- I will pay my WAT related fees in a timely manner or be subject to a late fee or further discipline by the WAT Board of Directors.

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

VIOLATIONS

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Code of Conduct: COACHES

PURPOSE

To establish common expectations for all members of the coaching staff. It is to be used as a guide to promote a positive team environment and good sportsmanship in addition to following all rules as outlined in the coaching job descriptions.

POLICY

- Adhere to USA Swimming's rules and code of conduct at all times.
- Set a good example of respect that the athletes and parents can follow.
- Be passionate, engaged, and full of feedback.
- Act professional and with dignity.
- Respect officials and their judgment.
- Treat other coaches and athletes with respect.
- Teach the athletes about good sportsmanship and set a good example (i.e. shaking hands after a race).
- Be positive at practice and meets.
- Do not use derogatory, profane, or abusive language.
- Inappropriate contact of any kind is not tolerated.
- Treat all athletes the same.
- Safety of the swimmers is our number one priority.
- Always maintain a professional separation between coach and athlete.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action. Signing and acknowledgement of the Code of Conduct and/or Job Description by a coach does not provide a contract of employment with that coach. All coaches are employed as at-will.

VIOLATIONS

Watertown Aquatic Team Board of Directors reserves the right to discipline as needed. Please refer to Addendum A regarding the current policy regarding discipline for violations of policies for those involved with Watertown Aquatic Team.

Code of Conduct: BOARD OF DIRECTORS

PURPOSE

To establish common expectations for all members of the Board of Directors. It is to be used as a guide to promote a positive board environment and good business practices.

POLICY

As Board Members we commit to:

- That we will act in an honest manner with one another
- Make decisions that are in the best interest of the members of Watertown Aquatic Team.

Respect

We will treat everyone with dignity, by being open to one another and by valuing one other. We accomplish this through:

- Honoring each other's time by arriving on time and being prepared
- Listening respectfully to other people's opinions, thoughts, and feelings.

Ethics

We will embrace and practice a high standard of personal ethics. We demonstrate this through:

- Maintaining confidentiality on all Board matters.
- Standing behind the decisions of the Board no matter what our personal opinions might be.

Openness

We will create an environment that allows for and encourages an open and honest exchange of ideas, thoughts, and feelings. We accomplish this through:

- Listening actively, openly, and objectively.
- Voicing our opinion in the meeting rather than later.

Accountability

We will be accountable to our members and use the power and responsibility entrusted to us in a wise manner. We demonstrate this through:

- Making decisions that are supported by data and input from our members.
- Staying strategic in our Board discussions.
- Being fiscally responsible.

Courage

We will accept necessary strategic changes and act on them even when change is uncomfortable or unpopular. We accomplish this through:

- Focusing on What is right, not Who is right.
- Learning from the past, but not being tied to it.
- Caring enough to confront issues and ideas (not people) early and directly.

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

VIOLATIONS

Watertown Aquatic Team Board of Directors reserves the right to discipline as needed. Please refer to Addendum A regarding the current policy regarding discipline for violations of policies for those involved with Watertown Aquatic Team.

TEAM OUTFITTING and EQUIPMENT**SUITS/GOGGLES/CAPS**

We have contracted with Elsmore Swim Shop to obtain the best pricing and a logo can be applied to the team suit. Although a Watertown Aquatic Team suit is not required, it is highly recommended. Swim goggles are required.

- **Practice Suit** - A swimmer may wear any sort of appropriate suit for practice. Girls and women's suits must be 1-piece competition style suits.
- **Competition Suit** - While a team suit is not required, it is strongly recommended for competition. WAT's team suit is available for purchase through Elsmore Swim Shop on our website.
- **Technical Suits** - Technical suits are special suits usually reserved for high level and championship meets. Please talk to your coach before purchasing a tech suit, as they are expensive and have certain regulations that need to be followed.
- **Caps** - A swim cap (either latex or silicone) serves several purposes. It makes a swimmer more streamlined in the water, it keeps hair out of a swimmer's eyes, it identifies them

as members of WAT, and in a cold pool can help keep a swimmer warm. Caps are not required for male swimmers. Caps are required for female swimmers in competition.

- Practice Caps - any cap may be worn.
- Competition Caps - preferably wear a WAT cap
- WAT Caps - WAT caps can be purchased directly from the team. Please email watertownaquaticteam@gmail.com or talk to the Head Coach.

EQUIPMENT

WAT supplies fins, pull buoys, and kickboards for swimmers; however, many swimmers elect to purchase their own equipment. All equipment purchases can be made through Elsmore Swim Store on our website. If you purchase your own equipment, label it with your swimmer's name!

FORGOTTEN EQUIPMENT

Goggles, caps, and fins often get laid on the pool deck during practice and at the end of practice swimmers are responsible for returning WAT equipment and cleaning up their own gear. Gear left on deck after practices and meets will be returned to the swimmer for the "price" of pushups owed to the coach. It is the hope that swimmers will learn the responsibility of picking up after themselves.

APPAREL

Apparel, such as warmups, backpacks, and parkas are also available through Elsmore Swim Store.

There are also local Watertown options available. Please contact the WAT Apparel coordinator.

FACILITY TIME and USE

WAT uses two indoor pools for their practices.

Watertown Indoor Pool is located in Riverside Middle School at 131 Hall Street in Watertown, WI. The 25-yard pool contains six (6) lanes, non-turbulent lane markers, backstroke flags, and 30" blocks. The pool depth is 3.5 feet at its shallow end and the starting block pool depth is 5 feet.

Waterloo Pool is located in Waterloo High School at 813 N Monroe Street in Waterloo, WI. The 25-yard pool contains six (6) lanes, non-turbulent lane markers, backstroke flags, and starting blocks.

WAT is not organizationally affiliated with the Watertown Unified School District, the Watertown Parks and Recreation Department, or Waterloo School District and does not receive any funding from them. The team must pay rent to use the pools and rely on the cooperation of the above named for pool time. Since the pool time is shared, practice times are subject to pool availability.

WAT is subject to follow any and all facility policies regardless of them being specifically listed in the WAT Handbook.

Everyone associated with WAT will treat the facility and pool administration/employees with respect.

PRACTICES & DRYLANDS POLICY

PURPOSE

Practice is the time for swimmers and coaches to concentrate on improving the swimmer's technique, speed, and endurance while developing a strong relationship between the swimmers and his or her coach, as well as the swimmer and his or her teammates. It is important that all others allow this development to occur without interruption.

Swimmers in every group are encouraged to attend all practices offered. Excellent attendance enhances the entire competitive swimming experience. Consistent and uninterrupted training is necessary for both short-term and long-term success. Swimmers may only swim with their assigned group, unless directed to swim with a different group by their primary coach.

DRYLANDS

The purpose of dryland training for swimming is to improve the swimmer's power, athleticism, and overall speed in the pool.

All swimmers level Silver and up are required to attend dryland practices when offered. Bronze swimmers are welcome to attend at the discretion of the coaches and parents.

1. Increased muscle formation and bone density.
 1. Through strength training with their own body weight, new muscle is formed, and bone density is improved.
2. Core strength.
 1. Helps athletes get off the starting block and increases speed on turns.
3. Injury prevention.
 1. Varies the athlete's normal range of motion in the water which challenges different muscles to engage.
 2. Stronger muscles help distribute force, putting less strain on joints, tendons, and ligaments.
4. Learn biomechanics.
 1. Requires focus, muscle recruitment and coordination.
 2. Balance and stability improve.
 3. Better posture through core engagement which improves breathing.
5. Generate more power.
 1. Explosiveness develops well on land due to the solid surface.
 2. Requires quick bursts of energy.

POLICY

A coach will arrive 10 minutes prior to practice to unlock the WAT facilities.

Team members should arrive at practice on time with the appropriate equipment for their group, including proper attire for dryland activities.

After the end of practice, a coach will stay until the final swimmer is picked up.

- Swimmers should not arrive more than 10 minutes prior to practice start.
- Swimmers should be picked up no later than 15 minutes after the end of practice.
 - Swimmers who are not picked up within 20 minutes of the end of practice are subject to a \$10 late pickup fee.
 - Swimmers who have not been picked up within 30 minutes of the end of practice are subject to a \$30 fee.

PRACTICE CANCELLATIONS

In the event of inclement weather during the school year, practice changes or cancellations will follow the direction of the Watertown Unified School District or Waterloo School District.

Therefore, if school is canceled or after school activities are canceled, so is WAT practice. Every effort will also be made to send out an email and post to WAT's Facebook page confirming the status of practice.

OPEN PRACTICE POLICY

PURPOSE

Watertown Aquatic Team allows spectators at our practices. This includes but is not limited to parents, siblings, other family members, friends, and members of the community. As a part of a swim team, it is vitally important that our swimmers in the water and coaches are able to communicate.

POLICY

All spectators (children and adults) need to be respectful of Watertown Aquatic Teams and their pool locations they practice in. There should be no running, climbing, or horseplay on the bleachers or anywhere else in the pool areas, including hallways and entryways. Anyone not in the water or under the direct supervision of a WAT coach are not Watertown Aquatic Team's responsibility and Watertown Aquatic Team cannot be held responsible. Anyone observing practices should not communicate with their swimmer during practices, as this is a distraction for the swimmers and the coaches. Please keep all voices to a soft level so our team is not distracted during practices.

RESULTS

If anyone is found to be breaking Watertown Aquatic Team policies, school rules, or disrupts a coach's ability to effectively run a practice, the coaches of Watertown Aquatic Team will ask you to leave the practice. Multiple instances of rule breaks may result in no longer being allowed to observe practices.

GROUP PLACEMENT and ADVANCEMENT POLICY

PURPOSE

Watertown Aquatic Team's big picture drives group placement decisions. Swimmers are placed into the training group that is appropriate for each swimmer: Copper, Bronze, Silver, Gold. The coaching staff makes all group placement decisions.

POLICY

There are many factors that contribute to the making of group decisions, including but not limited to:

- Maturity (chronological age, physiological age, and emotional development)
- Commitment (practice attendance, meet participation, priority of the sport)
- Training (technique and ability)
- Attitude (coachability)

Remember:

- Racing times are not a primary factor for group placement.
- A swimmer's group placement determines a floor, not a ceiling.
- Group placement does not communicate a coach's belief about a swimmer's potential.

If swimmers have questions concerning group placement, they are encouraged to speak with their parents who are in turn are encouraged to contact the Head Coach via email or after practice. This does not guarantee a change in group placement.

If a swimmer is not showing the necessary factors to stay in their current group, the coaching staff has permission to move the swimmer to another group.

In general, the WAT Coaching staff will move swimmers up at the beginning or the end of a season. Swimmers moving up at the beginning of the season will be charged the difference in price. Swimmers moved up at the end of the season will not be charged extra but will be expected to register for the new group in the future.

Coaches will have the final say in all group placement assignments.

LANE ASSIGNMENTS

Swimmers will be divided into lanes for training depending on type of activity and ability levels, NOT AGE. This allows coaches to customize practices to challenge swimmers and help them improve. During the first weeks of practice, swimmers will be evaluated and assigned to a lane

based on sets administered by the coaches.

Swimmers may be asked to move into different lanes during a practice. This does not affect a swimmer's group placement. Lane assignments may change on a regular basis due to a multitude of reasons, including but not limited to practice attendance numbers.

REGISTRATION POLICY

PURPOSE

All swimmers, regardless of their starting date, must re-register for each session with WAT. There are a limited number of spots available on each team level at each location. Spaces will be filled on a first come, first served basis. Once a level is full, a waiting list will be started. Due to space constraints and safety concerns, we are unable to go over the numbers set by the coaches.

WAITLISTS

Many factors determine how we manage our wait list, including but not limited to: pool availability, coaching staff availability, and facility size. We will always do our best to balance these factors across all skill levels. Sometimes there is room at one level, but a waitlist at another. We will not put a swimmer in a level that is not a good fit for them simply because there is availability as it would not be a good experience and potentially unsafe to do so.

POLICY

Registration is not complete until payment has been received. If payment is not received within 14 days of registration, the swimmer's spot is no longer held. Accounts that have not been paid may lose their spot to a swimmer on the waiting list. Once a spot is given to a waiting list member, you are no longer guaranteed a spot is available.

JOINING MID-SEASON

Swimmers may join mid-season only upon approval from the Head Coach. There must be room available in the group and/or location for swimmers to join mid-season. The cost may be prorated monthly, as determined by the Board of Directors. For example, if a swimmer wants to join in the middle of Fall session, say the 3rd week of October, the cost of September may be taken off, but the swimmer will still be responsible for paying for October, November, and the first part of December. Swimmers joining the team mid-season will have a \$20 late registration fee added to their account.

RESULTS

Completion of WAT registration and participation in practices and/or meets indicates that you have received and acknowledged the WAT Handbook and agree to the policies and procedures as listed.

MEET REQUIREMENT POLICY

Philosophy of Competition (Taken from the article "The Purpose of Participating in Swim Meets" by Dorsi Reynolds)

- **Experience competition** - a word that derives its meaning from the Greek to "strive with". This "striving with" their opponents implies a cooperative effort that always results in important improvements in time or effort or brings a deeper understanding of the sport for each competitor. Viewing these competitive opportunities in this way promotes healthy attitudes towards competition for each swimmer.
- **Fast times are produced in practice and born at meets.** It is not possible for any athlete to go as fast or dig as deeply into themselves at practice as it is in competition. This going beyond what was thought possible is one of the gifts of swimming in meets.
- **Swim meets also can serve as a testing ground for athletes.** During practice swimmers learn new techniques in strokes, starts, and turns. Races are their opportunity to try out those new skills and for the swimmers and coaches to make assessments and adjustments for future improvements.
- **Swim competitions provide young athletes with an environment where they can learn to compete with grace and sportsmanship.** They must accept all results with a respectful attitude and learn self-control where things don't go as hoped. The meet setting is a great place for swimmers to learn to analyze their efforts for performance clues that will help them in the future as opposed to getting caught up in all the emotions - positive and negative that can arise and test not only the swimmers but also parents and coaches.
- **Swim meets are fun!!** They can be social occasions as well as competitive experiences. They are a place to celebrate fitness, good health, and youthful exuberance. Team spirit, cheering for fellow swimmers and the excitement of seeing friends succeed in their efforts culminates in an exciting atmosphere that benefits everyone!

HOME SWIM MEET(S)

Home swim meet(s) are defined as any meet regardless of location that Watertown Aquatic Team hosts.

- All WAT swimmers are expected to swim in all home meet(s).
- All swim family MUST work a half day at all WAT hosted meet(s).
- WAT Families are expected to contribute donations as needed.
- Families who fail to volunteer will not be eligible for the fee refund and will be charged an additional \$50.

REQUIREMENTS

Groups are required to attend meets based on the group level the coaches place them in for practice.

- Longer sessions (normally Fall and Winter) will require more meet presence than shorter session.

- Shorter sessions (normally Summer) have fewer meet opportunities, so the requirements are less.

Each season's specific meet requirements and meet opportunities will be available on the WAT page at the start of the session.

BEHAVIOR AT MEETS

Swimmers and parents' actions at meets reflect on them as well as Watertown Aquatic Team. It is expected that WAT members actions will reflect his or her pride in the team. Swimmers should interact with their fellow teammates, cheer on, encourage, and console swimmers as necessary. Parents should cheer on and encourage all WAT swimmers.

SWIM MEET PROCEDURES

The following items outline some swim meet procedures:

- Transportation to and from meets is the responsibility of each family.
 - Carpools can be arranged, however, written parental permission is required/advised.
- Swimmers should be to warm-ups on time.
- Swimmers should sit together as a team in the designated spot on deck.
- WAT Families/Parents/Spectators are encouraged to sit together in the stands.
- WAT Families/Parents/Spectators will not come on deck unless serving as a swim meet official.
- Swimmers are responsible to make it to the blocks on time. It is not the coaches' responsibility if an event is missed.
- Swimmers should always talk with the coaches before and after their events for advice/notes.

EXPLANATION OF FEES & FEE POLICY

PURPOSE

The Watertown Aquatic Team is a non-profit organization run by a parent-led board of directors. WAT is self-supporting through membership fees and fundraising. Fees and fundraising efforts go directly towards the team's operating expenses including pool rental, coach salaries, equipment, and supplies.

REGISTRATION FEES:

- Session Fees, Volunteer Fees, Transfer Fee, and USA Swimming Registration Fees (if needed) are due in full upon registration.
- If a payment plan is required, please contact the Treasurer at wattreasurer@gmail.com
- Session Fees, Transfer Fees, USA Swimming Registration Fees, and Meet Fees are nonrefundable.
- Returning Swimmers - All outstanding fees must be paid before a swimmer can register.
- Swimmers joining the team mid-session will have a \$20 late registration fee added to

their account. This fee must be paid along with registration fees.

INVOICES and OUTSTANDING BALANCES

- Invoices are sent out automatically on the 1st of the month via email.
- Invoices will include overdue fees and any other fees incurred since the last billing statement such as meet fees, late fees, etc.
- No refunds or waived fees will be given, even if a swimmer has chosen to not participate.
- Invoiced items that have not been paid by the 15th of the month are subject to a \$10.00 late fee.
- Any account which has a past due balance of more than one month will be discussed at the monthly board meeting.
- WAT reserves the right to withhold a swimmer from the water for unpaid balances.

USA SWIMMING REGISTRATION FEE

- This establishes the swimmer's amateur status as a competitive swimmer and provides insurance coverage during swim practice sessions and meets.
- The registration is valid for a calendar year, ending December 31st.
- ALL swimmers, new and returning, must be registered with USA Swimming in order to participate in any WAT functions including practices.
- WAT will register new swimmers before their first practice regardless of session (Fall, Winter, Summer, Spring Interim).
 - Swimmers with expiring registrations who are continuing with WAT through Winter Session, as well as Coaches' and the team registration is typically completed during Winter Registration (normally held during November).
- Your swimmer(s) USA Registration fee(s) will be added to accounts during Winter Registration if needed.

USA SWIMMING TRANSFER FEE

- The mandatory transfer fee, determined by USA Swimming, covers the cost of transferring membership to WAT from another team.

MEET FEES

- Meet fees are the fees assessed by the host of a swim meet and can be broken down into several categories:
 - Individual Fees: This ranges, on average, from \$5.00-\$8.00 per individual event. These fees go to the meet host.
 - Relay Fees: These fees are posted in meet fees as a large amount and divided evenly among the participants of the relay.
 - Splash Fee: This fee, set by the LSC, pays for the services at the state level.
 - Other Fees: Other fees (facility fee, meet surcharge, admission fees, heat sheets, etc.) are set by host clubs to offset facility rental, and team expenses.
- When registering for meets, WAT will pay the meet fees up front for all swimmers.
- Meet fees will be charged to the swimmers' account.

- Meet fees will not be refunded regardless of whether the swimmer swims or not.
- In the event that a swimmer does not come to a meet and a relay is then canceled due to their absence, a \$20 fee will be charged to the account of the missing swimmer.

LEAVING THE TEAM

- The head coach should be notified in writing.
- Should your swimmer decide to quit the team for any reason (other than medically necessary), fees will NOT be refunded.
- Any remaining balance on the account must be paid to Watertown Aquatic Team.

INSUFFICIENT FUNDS

- A \$35 fee for each declined transaction will be charged to the account.
- Multiple NSF checks will be brought to the attention of the Board of Directors and may result in only cashier's checks, cash, or credit card payments being accepted.

PAYMENTS

- All payments must be paid by credit card, cash, or check – payable to WAT.
- Payments may be mailed to WAT, PO Box 23, Watertown, WI 53094 or paid online.
- Payments should NOT be given to coaches at practices.

REFUNDS

- Refunds will not be given for any fees associated with the team unless it is specified in writing prior to the fee being paid.

VOLUNTEERING & TEAM SERVICE POLICY

PURPOSE

Volunteering and involvement are essential to WAT and the best way to support your swimmer and the team. By volunteering, the parents show their commitment to the swimmers and the team.

POLICY

A volunteer fee (up to \$50 per session) may be charged at the beginning of each session. This fee will be refunded at the end of the session to each family who completed the required number of volunteer hours for the session.

Families are required to volunteer a certain number of hours per session, not including home meets. The number required for a session is determined by the Board of Directors and based on the number of opportunities available. The number of required hours for a specific session will be available to our families prior to registration.

We have many events throughout the year for WAT families to have the opportunity to pitch-in to help for the good of our swimmers and the team. There are multiple ways to contribute your time, and we will work to find something that fits within your schedule. It is the parent's responsibility to seek out volunteer hours. Contact watertownaquaticteam@gmail.com if volunteer opportunities are needed. Once you sign up for a volunteer shift, you are responsible for performing that volunteer shift. Not showing up for a volunteer shift that you signed up for may result in a monetary penalty as determined by the Board of Directors. Food donations do not count towards volunteer hours.

All swim families MUST work at all WAT hosted meets. Families who fail to volunteer will not be eligible for the fee refund and will be charged an additional \$50.

RESULTS

If the necessary volunteer hours are not met, the Volunteer Fee will not be refunded.

FUNDRAISING POLICY

PURPOSE

As a non-profit corporation, participation in WAT fundraising events is essential to keep fees low and plays a key role in WAT maintaining a working budget. A variety of fundraisers are considered by the Board of Directors and chosen for a given season.

POLICY

Each family is required to participate in the team-sponsored fundraisers.

In the event that a buyout option is offered, the buyout fee will be charged to all families who did not participate in the fundraiser.

FINANCIAL ASSISTANCE POLICY

PURPOSE

To regulate the granting of financial assistance in the form of fee reductions for individuals and families financially unable to pay the established program fee.

PHILOSOPHY

WAT strongly believes that all youth should have the opportunity to participate in a competitive swim team regardless of financial status.

BACKGROUND

The financial revenue to support the club's mission is composed of registration fees collected from swim members per session, profits generated from WAT endorsed activities, revenue from home meets, and donations.

POLICY

The board recognizes the many personal benefits derived from competitive swimming in a club environment as well as the significant cost required to maintain membership in WAT. The Board attempts to maintain a high-quality swim and coaching environment for members while keeping the costs to an affordable level for swimmers and their families. We recognize, however, that financial hardships among families can affect continuation of a swimmer's membership. Subsequently, the Board has created a policy to assist families with membership continuation in the form of "registration fee reduction".

1. Fee reduction can apply towards registration fees, USA Swimming Fees, or transfer fees.
2. Financial assistance shall not be granted for meet entries or equipment purchase, which will be the responsibility of the swimmer.
3. Financial assistance shall not be granted for Volunteer Fees or Fundraiser buy-out fees.
4. Fee reductions shall be considered at the beginning of each registration cycle and must be reapplied for consideration at each registration.
5. The consideration of a fee reduction request is based on the current financial hardship in the family. The family will be required to provide a written letter of hardship. If the family feels other documentation (confirmation of reduced lunch prices at school, W-2, paycheck stub, etc.) would help the board make a decision, they are welcome to turn it in with the written letter of hardship.
6. The award of a fee reduction shall be at the discretion of the Board. The following information (but not limited to) will be assessed by the Board when considering requests:
 - a. The financial condition of the family;
 - b. The number of requests made and the financial condition of the club;
 - c. The number of years the swimmer/family has been associated with the club in good standing;
 - d. The past and current involvement of the swimmer/family in the club competitions, activities, and volunteer involvement.
7. The registration fee reduction may be rescinded by action of the Board if the swimmer/family fails to timely pay all other fees, fails to maintain membership in good standing, or fails to keep the award of the fee reduction in strict confidence.
8. Unsportsmanlike conduct and/or conduct detrimental to the program shall be grounds for removal of all financial assistance present and future. This may result in a swimmer being removed from the team mid-season.
9. The Board may approve any percentage of assistance up to 100% of the qualifying fees.

CONFIDENTIALITY

The applicant agrees that he/she will keep the terms of this agreement confidential and will not disclose any of the terms of this agreement to any third party, other than the WAT Board of Directors on a strictly confidential basis, at any time during the duration of this agreement. The Board of Directors will keep all information regarding this fee reduction request in confidence and will not disclose it to anyone.

APPLICATION PROCESS

1. Swimmers may apply for Financial Assistance by completing the Application for Financial Assistance. Contact wattreasurer@gmail.com for the form.

DECISION PROCESS

The Board will follow the below process to protect the confidentiality of the applicant and ensure the application is processed in a timely manner.

1. Application and all relevant documentation must be submitted to a WAT Board Member by the session registration deadline.
2. The application will be reviewed at a closed session of the Board.
3. The WAT Board will discuss the relevant documentation and present the information to the Board.
4. Once a decision has been reached, a member of the Board will reach out to the family within 48 hours.
5. The decision of the Board will be final.

MEDICAL LEAVE POLICY

SUMMARY

- A medical leave is defined as a swimmer's absence from swimming ordered by a health care provider that lasts at least fourteen (14) consecutive days.
- A swimmer on a medical leave for a partial season will receive a credit against the swimmer's registration fee for the following season.
 - The credit will be calculated on a weekly basis.

REQUESTING A MEDICAL LEAVE

- To request a medical leave, a signed statement from a health care provider must be submitted to the President or Vice President of the Board of Directors ("Board") of WAT with the following information:
 - The health care provider's name, address, phone number and position (letterhead acceptable);
 - The dates of services; and A statement that swimming should be suspended and the date when swimming can be resumed. The specific medical issue does not need to be disclosed.
- Communication of the request via email is recommended. A legible copy of the health care provider's statement may be attached to the email.
- The swimmer will remain on the roster for the remainder of the season. • The swimmer and family will be required to participate in all mandatory club events for the remainder of the season.

PROCEDURE

- The President and Vice President shall review the request within 14 calendar days of receipt.
- If the request fails to meet the criteria in Section 2 above, the President or Vice President will notify the requester of the deficiency and provide a reasonable opportunity to supplement the request.
- If, in the judgment of the President and Vice President, the request for medical leave meets the criteria in Section 2 above, the Vice President shall notify the appropriate Board members, credit the swimmer's account, provide exemptions to mandatory club activities and take other action consistent with this policy.

RESUMING PRACTICES/COMPETITIONS

- Any swimmer wishing to resume swimming for WAT after a medical leave must provide a signed statement from a health care provider to the President and Vice President with the following information:
 - The health care provider's name, address, phone number and position (letterhead acceptable); and a statement that permission has been given for the swimmer to resume workouts as of a certain date.

CONFIDENTIALITY

- To the extent health information is included in the request for medical leave, the request for medical leave will serve as your consent to disclosure of the health information in accordance with this policy.
- All requests for medical leave will be considered highly confidential and will be shared only as necessary to administer this policy.

ELECTRONIC COMMUNICATION POLICY

PURPOSE

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

Communication FROM the Team/Board of Directors

Our primary means of communication between the coaching staff, board, and swim families is email. You will be notified of changes, deadlines, meet information and team info on a regular basis. It is the family's responsibility to read and provide timely responses to the coaches and board.

I understand that communication between myself and the board, coach, and/or other WAT official does not mean that I will get what I want. WAT acts in the best interest of the team as a whole.

Communication between Adults & Youth

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 communication with an athlete, electronic communication should not contain or relate to any of the following: drugs, alcohol, sexually oriented conversation language or activity, the adult's personal life activities or problems, explicit pictures.

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 WAT'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 WAT. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

FACEBOOK, TWITTER, BLOGS, SOCIAL MEDIA, AND SIMILAR SITES

Coaches and athletes are not permitted to "private message" each other through any internet forum. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.

Although WAT has an active Facebook page, email will remain the official form of communication.

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, another coach, or a board member 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.

VIOLATIONS

Watertown Aquatic Team Board of Directors reserves the right to discipline as needed. Please refer to Addendum A regarding the current policy regarding discipline for violations of policies for those involved with Watertown Aquatic Team.

GOALS

Setting goals gives swimmers long-term vision and short-term motivation. It allows them to focus their acquisition of knowledge and helps them organize their time and resources to make the most of their life.

By setting sharp, clearly defined goals, swimmers can measure and take pride in the achievement of those goals, and they'll see forward progress in what might previously have seemed a long pointless grind. Swimmers will also raise their self-confidence as they recognize their ability and competence in achieving the goals they have set. Swimmers will be expected to work with their coaches to set individual goals.

LOCKER ROOM MONITORING POLICY

PURPOSE

WAT looks to keep our swimmers safe and in doing so recognizes that we practice at Riverside Middle School in Watertown, WI and Waterloo Indoor Pool in Waterloo, WI. Both locations have a changing area that is shared with the general public. As such, there are likely to be people who are not associated with the Watertown Aquatic Team in the changing area around the time of practice.

MONITORING

During a swimmer's practice time at both of our facilities, WAT prohibits the use of the locker room facilities for people associated with WAT, without the consent of the coaching staff. Access to the locker room should be limited to the time directly prior to and after a designated practice time. Swimmers will have access to a restroom during practice if needed.

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition but are not able to leave practices to find a

swimmer who left.

POLICY

Watertown Aquatic Team has staggered practices, with different groups arriving and departing throughout practice times. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time.

Parents are not to enter a locker room unless it is deemed a medical or safety emergency. This is for the safety of our swimmers and the parents. Should your swimmer(s) need help, please use the restrooms off the pool entryway.

At all locations, swimmers are instructed to leave their bags/belongings in a locker or bring their bags on to the bleachers for safe keeping. Belongings should not be left on the floor or benches in the locker room. WAT is not responsible for lost or stolen items that occur in the locker room facilities.

Coaches will not enter a locker room for any reason unless it is deemed a medical or safety emergency. Coaches rely on the information shared with them from swimmers as to locker room behavior and conditions. Coaches will make a final sweep of the locker rooms 15 minutes following practice to ensure that all swimmers have left the premises.

Coaches will not enter a locker room unless it is deemed 100% necessary. When notified of an issue taking place in the locker room, a member of the Watertown Aquatic Team coaching staff of the same gender will enter the locker room and mitigate the situation in accordance with the WAT Codes of Conduct. SafeSport and MAAPP guidelines will be followed at all times.

VIOLATIONS

Watertown Aquatic Team Board of Directors reserves the right to discipline as needed. Please refer to Addendum A regarding the current policy regarding discipline for violations of policies for those involved with Watertown Aquatic Team.

PHOTO & 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 mis-used, and children can be put at risk if common-sense procedures are not observed.

POLICY

All photography must observe generally accepted standards of decency, and 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 swimsuit.
- Photography or filming of any kind are not permitted behind the blocks during a meet

Photos and/or videos may be taken of WAT swimmers during practices and/or meets. The team may take videos, both above and under the water, to better instruct swimmers on stroke technique and to illustrate both positive and negative aspects of a swimmer's skills. Videos will be used to help a swimmer learn and never be used to shame a swimmer.

The team may take photos for use on the team website or use them in promotional material. Every effort will be made to speak with a parent prior to this happening.

RIGHT OF REFUSAL

Parents have the right to refuse agreement to their child being photographed. If the parent wishes to refuse consent to the following items: take photographs to use on the club's website, take photographs to include with newspaper articles, take photographs to use on social media, video used for training purposes only; the parent should provide a written letter of refusal to any coach or board member. The refusal letter will be valid from that date forward and will not apply to any photos or videos WAT used prior. This policy does not cover photos and/or videos taken by other swimmers, parents, and/or clubs.

VIOLATIONS

Watertown Aquatic Team Board of Directors reserves the right to discipline as needed. Please refer to Addendum A regarding the current policy regarding discipline for violations of policies for those involved with Watertown Aquatic Team.

CELL PHONES and RECORDING DEVICES POLICY

BACKGROUND

Watertown Aquatic Team recognizes that in today's world most children have a cell phone or some type of electronic device. With this comes the risk of abuse or photography or recordings that are not wanted.

USE OF CELL PHONE AND OTHER RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, increase the risk for many 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 areas: 305.3. Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, restrooms, or locker rooms.

POLICY

Cell phones or any other electronic devices, tablets or gaming devices are not allowed to be out in view of others, or in use, inside any locker room with NO exceptions. Every swimmer, coach, parent, adult, volunteer, and staff member has a responsibility to enforce this policy.

Swimmers' cell phones are not allowed on deck during practices.

Cell phones are allowed on deck during meets as long as swimmers pay attention to coaches, events, and actively cheer on other swimmers. If the coaches notice a problem at meets, coaches have the right to revoke access to cell phones while on deck at meets.

VIOLATIONS

Please refer to addendum A regarding the current policy regarding discipline for violations of policies for those involved with Watertown Aquatic Team.

SAFESPORT AND MINOR ATHLETE ABUSE PREVENTION POLICY (MAAPP)

Watertown Aquatic Team is committed to the safety of our swimmers.

WAT's current information regarding SafeSport and MAAPP can be found:

<https://www.teamunify.com/team/wswat/page/safe-sportmaapp>

It can also be found by heading to the team page at www.watswimming.com and clicking on the SafeSport/MAAPP link.

MANDATORY REPORTING

Pursuant to federal law, all adults authorized to interact with minor or amateur athletes who learn of facts that give reason to suspect that a child has suffered an incident of child abuse, including sexual abuse, shall make a report of the suspected abuse to law enforcement and/or your state's designated agency within 24 hours.

BULLYING ACTION PLAN

PURPOSE

Bullying of any kind is unacceptable at Watertown Aquatic Team and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. WAT 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

1. To make it clear that WAT will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents, and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers, and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that Watertown Aquatic Team 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 defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members ("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: causing physical or emotional harm to the other Member or damage to the other Member's property; placing the other Member in reasonable fear of harm to himself/herself or of damage to his/her property; creating a hostile environment for the other Member at any USA Swimming activity; infringing on the rights of the other Member at any USA Swimming activity; or 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 a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual; •
Make a report to the USA Swimming Safe Sport staff.

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

HOW WE HANDLE BULLYING

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

1. Intervene immediately. It is okay 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.
Keep all the involved children separate. Get the story from several sources, both adults and kids. Listen without blaming. Don't call the act "bullying" while you are trying to understand what happened. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyberbullying. Collect all available information.
2. Determining if it's bullying. It is important to determine whether the situation is bullying or something else.
Review the USA Swimming definition of bullying; To determine if the behavior is bullying or something else, consider the following questions: What is the history between the kids involved? Have there been past conflicts? Is there a power imbalance? Remember that a power imbalance is not limited to physical strength and may not be easily recognized. Has this happened before? Is the child worried it will happen again? Remember that it may not matter "who started it". Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

1. Support the kids who are being bullied
Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input: As the bullied child, what can be done to make him or her feel safe. Develop a game plan. Maintain open communication between WAT and the parents. Discuss the steps that will be taken and how bullying will be addressed going forward. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
2. Address bullying behavior
Make sure the child knows what the problem behavior is. They must learn their behavior is wrong and harms others. Show children that bullying is taken seriously and will not be tolerated. Model respectful behavior. Work with the child to understand some of the reasons he or she bullied. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. Avoid strategies

that don't work or have negative consequences. 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.

3. Support bystanders who witness bullying

Be a friend to the person being bullied. Tell a trusted adult – your parent, coach, or club board member; Help the child being bullied get away from the situation. Set a good example. Don't give the bully an audience. If you do nothing else, just walk away.

FALSE COMPLAINTS

WAT shall treat all bullying claims as valid until and unless investigation reveals that the complaint was filed falsely or fraudulently, including but not limited to claims filed intentionally and with the purpose of causing dissension within the club or discipline for another member. WAT reserves the right to discipline any person for filing a false or fraudulent claim of bullying, with the disciplinary consequence to be determined at the discretion of the board of directors after a review of the facts. Claims that cannot be substantiated after investigation will not be considered false or fraudulent claims unless there is direct evidence to support such a conclusion.

ILLICIT ACTIVITY POLICY

PURPOSE

Possession or intention of the following is a violation of the Watertown Aquatic Team, Watertown Unified School District, and Waterloo School District rules and policy and will not be tolerated.

POLICY

Any infraction dealing with the following items will be cause for immediate removal from the team without refund.

- Any illegal drugs
- Drug paraphernalia
- Cigarettes
- E-cigarettes
- Alcohol
- Theft
- Entering the opposite gender team locker room
- Leaving a locker room while not covered appropriately
- Looking at inappropriate materials while at WAT related events
- Any other behavior deemed inappropriate by the coaches and Board of Directors

VIOLATIONS

Watertown Aquatic Team Board of Directors reserves the right to discipline as needed. Please refer to Addendum A regarding the current policy regarding discipline for violations of policies for those involved with Watertown Aquatic Team.

BEHAVIOR DISCIPLINARY POLICY

PURPOSE

WAT is dedicated to providing a safe and positive environment for children pursuing the sport of competitive swimming.

In this spirit of providing a positive and supportive environment, WAT will not tolerate unsafe behavior violations. Coaches acknowledge that all swimmers are individuals that need to be dealt with differently. Coaches are committed to working with swimmers and their parents as they are able after practices.

DESCRIPTIONS

Behavior Violations - disrupts practice or the ability to coach.

POLICY

Documentation will be maintained in the Coach's Binder. Infractions will include the following information: Date, time, offense. Documentations must be signed.

- 1st Offense –will be handled with 'time-outs', not to exceed 15 minutes.
 - Time-outs will be spent on deck or on the bleachers.
- Subsequent Offenses are subject to the violation policy of Watertown Aquatic Team.

VIOLATIONS

Watertown Aquatic Team Board of Directors reserves the right to discipline as needed. Please refer to Addendum A regarding the current policy regarding discipline for violations of policies for those involved with Watertown Aquatic Team.

GRIEVANCE PROCEDURE

PURPOSE

The Watertown Aquatic Team Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way.

WHERE TO REPORT:

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

- U.S. Center for SafeSport: 720-524-5640 or <https://safesport.i-sight.com/portal> For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution

of illegal drugs:

- USA Swimming Safe Sport: safesport@usaswimming.org or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- Watertown Police Department – 920-261-6660
- Jefferson County Sheriff – 92-674-7310

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the Watertown Aquatic Team Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

- These issues are handled at the club level following the procedures outlined below.

WHOM TO NOTIFY OF A GRIEVANCE (Chain of Command)

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

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the Watertown Aquatic Team Code of Conduct, the parent/swimmer should discuss these concerns with the Head Coach who will in turn contact to coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the Watertown Aquatic Team Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant Coach - Contact the Head Coach

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

Regarding Conduct of Head Coach – Notify the WAT Board President

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

Regarding Board of Director Member Conduct - Notify the WAT Board President

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

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

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

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

HOW GRIEVANCES WILL BE HANDLED

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

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

VIOLATIONS POLICY

Watertown Aquatic Team Board of Directors reserves the right to discipline as needed. Please refer to Addendum A regarding the current policy regarding discipline for violations of policies for those involved with Watertown Aquatic Team.

Addendum A

VIOLATIONS

If any policies or procedures are violated by a swimmer, parent, coach, board member, or anyone affiliated with Watertown Aquatic Team, the following things will be taken into account:

- Nature of the violation
- Severity of the violation
- Prior disciplinary actions
- Adverse effect of the violation
- Application of the Code of Conduct

Watertown Aquatic Team Coaches and Board of Directors will use the following types of consequences:

- Verbal Warnings
- Time-outs (applicable to swimmers only, not to exceed 15 minutes. Must be spent on deck and not in the locker room)
- Meeting held between the person in question, parent (if applicable), and coach.
- Meeting between person in question, parent (if applicable), coach, and President of the Board
- Improvement plan
- Probation
- Suspension from WAT activities, including but not limited to practice and/or meets.
- Dismissal/Termination from WAT.

In any offense, if the Head Coach deems that the violation is serious enough to require immediate attention, the Head Coach of WAT has the ability to do what is necessary to keep other swimmers/coaches/parents/board members/members of the community safe with the full support of the Board of Directors.

SPECIFIC VIOLATIONS

LOCKER ROOM VIOLATIONS

- Unauthorized non-emergency entry into locker room
 - **Coaches** in violation of this policy will be asked to temporarily step down from coaching until the WAT Board of Directors has a hearing regarding the matter. Violations will be directed to the disciplinary panel of the WAT Board of Directors.
 - **Parents/Guardians** in violation of this policy will be given one (1) verbal warning that they are in violation of the WAT policy. Subsequent violations to this policy may result in the parent not being allowed at WAT practices/events.
- Recording device usage in locker room
 - Any violation of this policy will result in an immediate verbal warning in addition to referral to the disciplinary panel of the WAT Board of Directors. If the violation is committed by a minor, their parent/guardian of record will be notified immediately.

CELL PHONE AND OTHER RECORDING DEVICES VIOLATIONS

If an athlete violates the no cell phone rule during practice, the cell phone will be confiscated for the remainder of practice.

Inappropriate cell phone usage during meets by a swimmer, the cell phone will be confiscated for the remainder of the meet. Coaches have the ability to determine whether the swimmer will be banned from cell phones at further meets.

ILLCIT ACTIVITY VIOLATIONS

All violations will be reviewed by an emergency meeting of the Board of Directors and the main coach of the swimmer.

BEHAVIOR VIOLATIONS

Documentation will be maintained in the Coach's Binder. Infractions will include the following information: Date, time, offense. Documentations must be signed.

PHOTO & VIDEO VIOLATIONS

Any person found to have photos or videos of WAT swimmers on their devices that go against WAT's policy will be reviewed by an emergency meeting of the Board of Directors. Due to the swimmers ages, law enforcement may be notified.

PROBATION

WAT members who do not demonstrate appropriate behavior may be subject to probation. During a probationary period, WAT members are required to work on their improvement plan and demonstrate corrective action. The WAT Board of Directors will review probationary statuses at the monthly board meetings. Members who fail to make progress on their improvement plan are subject to further discipline as seen as appropriate by the Board of Directors.

SUSPENSIONS

WAT Board of Directors reserves the right to serve suspensions to swimmers, parents, coaches, or any persons involved in the WAT community from participating in WAT activities, including but not limited to practices and meets. The determination of a suspension will take place during an emergency closed meeting of the Board of Directors. The Board of Directors will take into account the severity of the violation when determining the length of time of suspension. First time violations can result in up to a 30-day suspension. Continued violations while on suspension will be referred to the Board of Directors for dismissal from WAT. Subsequent need for suspensions will result in dismissal/termination.

Notice of suspension will be given in written form, starting with email. A response to the email constitutes that notice was received. If an email response was not received, a member of the Board of Directors will hand deliver the notice at the next practice.

Suspension of any WAT member does not meet the rules of receiving a refund for any lost swim time.

WAT members coming off of a suspension are automatically placed on probation for the remainder of the swim session. Members who fail to make progress on their improvement plan are subject to further discipline as seen as appropriate by the Board of Directors.

DISMISSALS/TERMINATIONS

WAT Board of Directors reserves the right to dismiss/terminate from the team a swimmer, parent, family, coach, or any persons involved in the WAT community from being a member of Watertown Aquatic Team. The determination of a dismissal will take place during an emergency closed meeting of the Board of Directors.

Dismissal/termination from Watertown Aquatic Team does not meet the rules of receiving a refund for any lost swim time.

Notice of dismissal/termination will be given in written form, starting with email. A response to the email constitutes that notice was received. If an email response was not received, a member of the Board of Directors will hand deliver the notice at the next practice. WI Swimming will be notified of any dismissals/terminations.

If a member is dismissed from WAT, at least one full season must pass before the member reapplies. Applications for re-admittance must be approved by the WAT Board of Directors. All readmittances are subject to additional rules for safety/behavioral/financial aspects as laid out by the WAT Board of Directors. Any additional rules will be provided to the member in writing prior to the start of the season.

APPEALS

All disciplinary measures including suspensions and dismissals/terminations have the right to appeal the decision of the Board of Directors. Appeal requests must be made in writing and be made within eight (8) days of the date of notice. If an appeal, the member will be given the opportunity to make their case at a meeting of the Board of Directors during a closed session.

The decision of the Board of Directors is final.