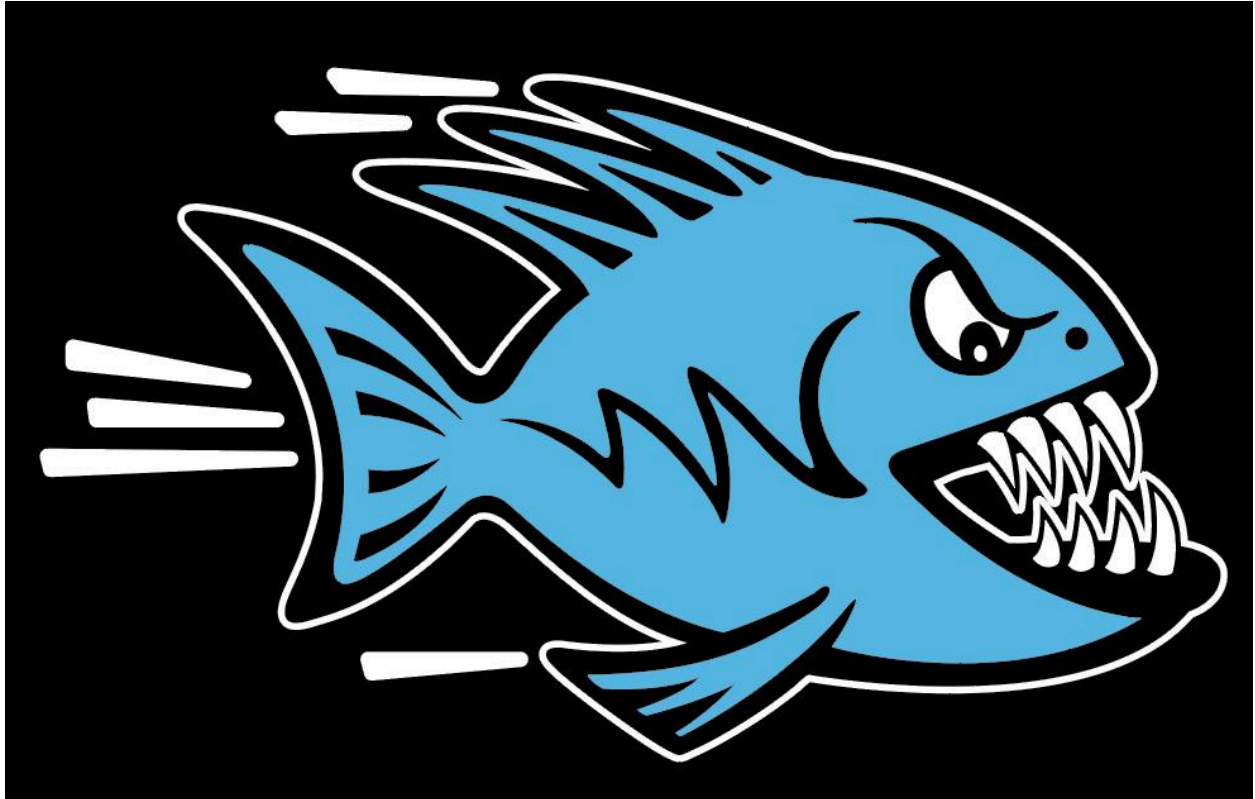


PIRANHAS SWIM CLUB



TEAM HANDBOOK

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Introduction

Welcome to the Piranhas Swim Club (PSC). The Piranhas Swim Club is a community based USA Level 3 year round competitive swim team dedicated to teaching and developing swimmers of all age, skill, and competition levels. Now over 200 families strong, PSC is one of the largest premiere USA swim teams in the state. It is our goal to provide the area with Elite level athletes and increase the competitiveness in the Quad Cities. Led by Head Coach/Club Director and with the help of other experienced coaches, the Piranhas provides all swimmers, aspiring and experienced, to have fun, build friendships, and to achieve competitive success. PSC promotes a positive TEAM atmosphere, while learning and developing swimming and life skills. The Piranhas are athlete centered, future focused, and committed to excellence. The success of PSC at the local, state, and national level reflects the dedication of our swimmers and commitment of our coaching staff. This handbook is designed to help you understand the operations, procedures, and philosophy of the Piranhas Swim Club.

Organization

Piranhas Swim Club is an Iowa non-profit corporation (501c3), a member of USA Swimming, the national governing body for the sport of swimming, and a member of Iowa Swimming Incorporated, the corresponding state governing organization for swimming. PSC follows the rules and regulations of these two organizations. Piranhas Swim Club is financially supported entirely by membership fees and fundraising activities. A Board of Directors governs PSC. The Head Coach of the team is also a board member. The BOD is in place to ensure that the entirety of the memberships best interest is looked after. It is the responsibility of the Board of Directors to support the Head Coach/Club Director's vision for the team and assist in making decisions, give support, manage funds, fundraise, boost volunteer participation and promote the club. Each BOD is voted in for a term of 3 years.

Mission Statement

The mission of the Piranhas is to provide a safe and supportive environment that promotes swimming as a lifelong sport and competitive swimming as an aspect of that sport. We strive to empower every swimmer, regardless of age or ability, to reach his or her highest personal potential, both as an athlete and as a person.

Objectives

- Offer a program that supports:
 - **Learning to Swim** – Tailored to eventual competition versus recreation.
 - **Conditioning** – Limited competition with primary focus on physical fitness.
 - **Competition** – Active and successful competition in meets.
- Provide swimmers with the highest quality coaching.
- Provide a pipeline of good and exceptional competitive swimmers to the area high school swim teams by creating an outstanding Senior program and growing our younger swimmers.
- Maintain a supportive, productive and safe swimming environment where kids make lifelong friends and know their value to the team's performance goals.
- Encourage mutual respect between swimmers, coaches, families and competitors.
- Promote the ideals of self-discipline, hard work, accountability, goal-achievement, responsibility, pursuit of excellence, teamwork and good sportsmanship through competition for swimmers of all levels of proficiency.
- Educate all swimmers and families on all the important aspects of swimming, including proper nutrition, proper physical training and goal-setting.

USA Swimming

USA Swimming is the national governing body for competitive swimming in the United States. USA Swimming was conceived in 1978 when Congress passed the Amateur Sports Act, which specified that all Olympic sports would be administered independently. Prior to this act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU). The USA Swimming headquarters are located at the United States Olympic Training Center in Colorado Springs, Colorado.

As the national governing body, USA Swimming formulates the rules, implements policies and procedures, conducts national championships, disseminates safety and sports medicine information and selects athletes to represent the United States in International competitions.

All policy decisions are made through a chain of committees reporting to elected vice presidents. The USA Swimming House of Delegates meets once a year convention to determine the rules and regulations for the following year. An elected Board of Directors is charged with the responsibility of making decisions for the corporation between annual meetings.

Membership in USA Swimming is comprised of athlete and non-athlete members. Athletes must register each year in order to participate and compete in sanctioned events. By becoming a member of USA Swimming, athletes and their teams receive the benefit of insurance coverage.

USA Swimming is divided into 59 Local Swimming Committees (LSC), each with a geographic jurisdiction. Each LSC has its own set of Bylaws under which it operates.

Iowa Swimming

Iowa Swimming Incorporated (ISI) is the Local Swimming Committee (LSC) that serves as the governing body for amateur competitive swimming in the state of Iowa, with exception of the extreme western portion of the state. ISI consists of group members (swim clubs) that register annually with ISI and USA Swimming. ISI is governed by a House of Delegates made up of representatives from each swim club (group member) and a Board of Directors. The House of Delegates meets twice a year.

ISI sanctions competitions, registers swimmers and clubs, trains and certifies officials, conducts championship meets, provides swimmer recognition and travel funds, publishes a newsletter, maintains records, and generally promotes competitive swimming at all levels in the state.

Membership and Billing Procedures

Each PSC swimmer must be a member of USA Swimming. The USA Swimming Membership registration is required annually (or seasonally for those who only swim summer season). A club registration fee is paid for each season along with a monthly fee. The amount of the monthly fee is dependent on the training group the swimmer is assigned. A discount on the team monthly dues is provided for family members with more than two swimmers on the team.

PSC Billing Policy

Invoices are automatically generated on the 1st of the month. They are viewable at any time in the member area of the Piranhas website. You may get a courtesy email from the Billing Volunteer to remind you that your invoice is ready to be viewed. Invoices will not be mailed or emailed.

A late fee of \$10 will be applied to all accounts that have a balance due at the end of the month. *(The Piranhas will attempt to be flexible about crediting back late fees for extenuating circumstances.)*

Team Unify Billing Section

Please take some time to become familiar with the billing area of your Team Unify Member account. This can be found in the member area "\$MyInvoice/Payment". The "Current Invoice Summary" section will show the most current invoice due and payments/charges that have been posted during the current month but have not been invoiced yet. "Your Total Projected Amount Owed" shows the amount that is expected to be invoiced on the 1st of the following month. This will include the Monthly dues that will be posted prior to invoice generation. You can also download a copy of any invoice in the "Billing History" section.

Things to Remember

1. Team members are billed for monthly dues whether they attend practices or not. Payments are due the 1st of the month.
2. Monthly invoices include dues, merchandise purchased through the Piranhas, and meet entry fees incurred the previous month.

1. ***NOTE:** Meet entry fees include Splash Fee, individual event fees, relay fees, a Piranhas processing fee and facility fees or other fees charged by host team outlined in Meet Invite. Members are responsible for all meet fees incurred. The meet fees are calculated based on the event entries **submitted**. Please be sure to verify all the events for your swimmer, as you will be charged based on this list. The events can be viewed in the same area you commit to attend a meet once the coach has selected the events. If you do not show up for the meet or skip an event, you are still responsible to pay the fees for that meet/event. Our Club is charged for all meet entries by the host team, not just for the events swam.*
3. To discontinue monthly billing, you **MUST** notify the Head Coach via email **before your swimmer discontinues swimming**. Billing will be discontinued the next full month following proper notification.
4. New team swimmers are offered a 2 week trial. If a swimmer discontinues during the trial, a full refund will be issued.

Delinquent Accounts

1. Members with accounts more than 60 days past due: Families are not permitted to register their swimmer(s) for swim meets or purchase merchandise on account. Their swimmer(s) may not participate in swim meets.
2. Members with accounts more than 90 days past due: Item 1. above continues to apply to the family and their swimmer(s) may no longer participate in any PSC activities. Swimmers are not permitted to attend practices. Please do not put our coaches in a position where they have to excuse a swimmer from practice because an account is not paid.
3. The club also has the right to require all merchandise purchases and meet fees be paid prior to ordering the merchandise or entering the meet for accounts that are historically delinquent.
4. Members who leave the club and do not close their balance within 30 days will be subject to legal collections and may be barred from USA Swimming membership.

The club wants to ensure the swimming experience is available to all in a positive environment. If you are having financial difficulties and want to make arrangements for alternative payment schedules, please contact the club's treasurer. The club has a financial assistance opportunity for those who qualify.

Please also remember that all club administration activities are handled by volunteer members. It is very much appreciated if members can keep their accounts current in order to avoid the extra time required to manage the club's financial activities.

Volunteering and Fundraising

Parent support and involvement are critical to having a successful program and organization. The swim team cannot exist without the help of all parents and guardians, which are encouraged to volunteer in any way possible. There are many ways to volunteer and help the team. The following are a few examples:

- Becoming a member of the Board of Directors.
- Becoming a USA Swimming Certified Official.
- Serving as an ISI representative to the House of Delegates.
- Working at home swim meets by signing up for various jobs required to host a successful event.

- Supporting team events for the team to help build team unity.
- Raising funds to help pay for expenses.
- Timing at swim meets the team attends.

One of the team's primary means of fundraising is hosting swim meets. PSC conducts other fundraising events based on the financial needs of the organization. The support of all members of the organization is important to conduct successful fundraising events.

Individual or group financial donations are welcome and are governed by the applicable tax laws for charitable 501c3 corporations.

Piranhas Partnerships Program

The PSC fundraising committee has rolled out the PSC Partnership Program. The goal is to establish relationships with area businesses where they can support our team and be recognized on our website, meet programs, etc for a calendar year. We plan to update them on the progress of our program and swimmers so they can stay connected to the team they are supporting. We encourage Piranhas Swim Club members to go to local businesses and ask them to support our club financially or through the donation of goods or services. It is suggested to ask your workplace, bank or the business you go to on a regular basis.

Why would a business want to support us? It is a great way for local businesses and organizations to support the benefits of swimming and fitness for the youth in our community.

Why is fundraising so important for our club? Why should I as a member help out? Fundraising and help from our members in these efforts is the number one way to keep our fees from increasing. All donations from PSC partners will be used to off-set the team's budgeted expenses.

IMPORTANT: If you make contact with a business for support please email our fundraising coordinator (contact info found on the Board of Directors page on our website) right away and advise the name of the business, contact person, and phone number. We need to keep track of all business contacted to alleviate several people asking and bugging them. This is important whether the business accepts or declines to donate. Check out the current PSC partners on the homepage of our website and make an effort to visit and thank those businesses that are supporting our swim team!

Communication

The primary method of communications by the organization is email. Emails are regularly sent by the Head Coach regarding various topics.

Website - <https://www.teamunify.com/Home.jsp?team=isbpvst>

Coaching Staff

The team is led by a professional and highly experienced coaching staff. The Head Coach/Club Director is responsible for directing the assistant coaches along with the designing and implementing the overall training program. All coaches must meet the USA Swimming coaching membership requirements. We encourage all coaches to be lifeguard certified and promote the ASCA coaching program.

Facilities

- Pleasant Valley High School
- Augustana College
- Moline High School
- Scott County Park Pool
- Dewitt Aquatic Center
- Riverview Pool (Clinton)

Please respect all the facilities and adhere to the facility rules.

Swim Seasons

The fall/winter season is (25 yards) short course season that typically begins in September and ends in March. The spring/summer season is (50 meters) long course season that typically begins in April and ends in August. There are also short course meets throughout the summer.

Training Groups

The Piranhas Swim Club is made up of several team groups. Each group is designed to help swimmers become stronger and more proficient in the water.

SWIM LESSONS - Lessons program within.

Developmental 1

Description: Entry level group.

Focus: Introduces swimmer to competitive swimming. This group will focus solely on Freestyle and Backstroke technique including streamlines, underwaters, turns, and starts.

Practice: Three 30 minute practices a week.

Meets: Encouraged to attend at least 1 meet per season. Introductory beginner level meets are offered to swimmers in this group.

Required Equipment: Kick Board.

Eligible if: Can swim 25 yards freestyle with proper side breathing and 25 yards of backstroke.

Developmental 2

Description: Entry Level Group.

Focus: In this group, swimmers will continue to work on Freestyle and Backstroke technique and start learning Breaststroke and Butterfly. Continued work on streamlines, underwaters, turns, and starts.

Practice: Three 45 minute practices a week.

Meets: Encouraged to attend at least 2 meets per season. Introductory beginner level meets are offered to swimmers in this group.

Required Equipment: Kick Board.

Eligible If: Can swim 50 yards Freestyle with proper side breathing along with 50 yards of backstroke. Flips turns are required for the 50s.

Bronze

Description: Intermediate Training Group.

Focus: The Bronze group will continue to refine all 4 strokes, flip turns, open turns, and underwaters while adding skills like pullouts and breakouts. Swimmers will learn to use a pace clock and begin learning how to do “sets” as a part of their practice.

Practice: Three one hour practices a week.

Meets: Encouraged to attend at least 3 meets per season. Introductory beginner level meets are offered to swimmers in this group.

Required Equipment: Kick Board, Pull Buoy, Fins and Snorkel.

Eligible If: Swimmers can swim 3 of the 4 strokes legally for 100 yards with proper turns and streamlines and able to swim a 100 IM. Swimmers need to be able to do a dive from the starting block, freestyle flip turns, backstroke flip turns and open turns.

Silver

Description: Intermediate Training Group.

Focus: In Silver, Interval training is implemented on a daily basis. Swimmers being to complete “workouts”. Practice is presented in a structured format that usually includes: Warmup, Drill/Technique Work, Training Set, and Cool Down.

Practice: 4 practices a week offered.

Meets: Encouraged to attend at least 4 meets per season.

Required Equipment: Kick Board, Pull Buoy, Fins, and Snorkel.

Eligible if: Swimmers must be able to complete a 200 IM demonstrating the correct turns and streamlines, followed by 8x50's of Freestyle on an interval that is conducive to the Silver group.

Gold

Description: Intermediate Training Group.

Focus: These swimmers are introduced to advanced age group swimming. Swimmers have devoted time to develop skills in the water. Dryland is offered at least once a week in the Gold group, working on core strength. Gold swimmers are recommended to attend at least 4 practices a week on a consistent basis.

Practice: 5 workouts offered each week. Dryland is offered at the discretion of the coach.

Meets: Encouraged to attend at least 5 meets per season.

Required Equipment: Kickboard, Pullbuoy, Fins, Snorkel.

Eligible if: Swimmers have achieved 4 Silver time standards in their respective age group or a State time standard. Swimmers need to have the endurance to make it through the workouts.

Senior

Description: Advanced Training Group.

Focus: 13&Over training group. This group is focused on keeping swimmers in shape for HS season and/or getting them ready for the transition to High School Swimming.

Practice: 4-5 practices offered per week, with an additional 2 morning practices per week.

Meets: Minimum of 3 meets per season.

Required Equipment: Kickboard, Pull Buoy, Paddles, Fins, and Snorkel.

Eligible if: Swimmers have at least completed the Silver level requirements within the PSC program.

Platinum Elite

Description: Advanced Training Group.

Focus: This is an advanced training group where swimmers are dedicated to consistently attending practices and competing at a high level. The Platinum Elite group is a performance-based group and swimmers are asked to meet the following requirements:

- Maintain a 60% Attendance Rate.
- 2 Travel and 2 Local Meet per season.
- Attend all days of the State Meet.

Practice: 5-6 practices offered per week, with an additional 2 morning practices.

Required Equipment: Kick Board, Pull Buoy, Paddles, Fins, and Snorkel.

Eligible If: Swimmers must have achieved 3 or more 13-14 State Qualifying Times.

Elite

Description: Elite Training Group.

Focus: High School/College group, high level training for athletes who have committed to the sport of swimming. This is a performance-based group where athletes are asked to meet the following standards:

- 70% Attendance Rate.
- 3 Travel and 1 Local Meet per season.
- Attend all days of the State Meet.

Practice: 6 practices offered per week, with an additional 2 morning practices.

Required Equipment: Kickboard, Pull Buoy, Paddles, Fins, and Snorkel.

Eligible if: Swimmer are eligible to move to Elite once they have achieved 3 or more Senior State Qualifying Times.

Diamond

Description: Elite Training Group.

Focus: High School/College group, high level training for athletes who have committed to the sport of swimming and want to excel at the next level. This is a performance-based group where athletes are asked to meet the following standards:

- 80% Attendance Rate.
- 4 Travel and 1 Local Meet per season.
- dryland and morning practices required
- Attend all prelim/finals sessions qualified for.
- Attend all days at the State Meet.
- Attend all days qualified at National meets..

Practice: 6 practices offered per week, with an additional 2 morning practices.

Required Equipment: Kickboard, Pull Buoy, Paddles, Fins, and Snorkel.

Eligible if: Swimmer are eligible to move to Diamond once they have achieved Speedo Sectional/Futures Qualifying Times and have attended these meets.

All group placements and move-ups are at the discretion of the PSC Coaching Staff. Coaches need to be confident athletes will be successful in the next group. We want to ensure our swimmers are training in an appropriate and healthy environment based upon their attitude, skill set, work ethic, and commitment level.

Swim Meets

Swim meets are an important part of competitive swimming. It is when the athletes can exhibit the skills they have developed and race other swimmers of similar age and ability level. Coaches encourage swimmers to participate in meets when they believe their skills will be competitive with others in their age group. If a parent has questions about the readiness of their child, please ask the coach that has been primarily working with them. Swimmers are highly encouraged to participate in meets in order to obtain a full sense of the sport and to assess their progress. Never attending a swim meet can be compared to practicing soccer, football, basketball, etc and never playing in a game.

Meet Sign-up

The meet schedule is posted on the website at the beginning of the season. Details are outlined in the meet information packet about the location, time, and events. The information in the packet helps a family make a decision whether to sign-up a swimmer for a particular meet. Most meets take place on weekends and last one to three days. Meets are usually divided into two sessions per day, with specific age groups participating in each session. You can sign-up for meets on the team webpage. The coaching staff will choose the swimmer's events that they feel will enhance the development of the swimmer. Relay participants will be chosen by the coaching staff. It is the swimmers responsibility to check with the coach to see if they have been placed on a relay before leaving a swim meet. If a swimmer doesn't show up and check in with the coach for warm ups, they may be scratched from participating in the meet and/or relays.

A sign up deadline is specified for each meet that is earlier than the host teams entry date. This additional time is required to organize the team's entries. No late entries after they are sent to the host team are accepted. As a courtesy to the host team, members are asked to not directly contact them about entries or entering the meet. The payment of all fees will be due if a swimmer scratches after the entries are submitted or does not show up for an event.

Even though many meets are one to three days long, a swimmer does not have to swim every day. Swimmers can sign up for the day(s) they are available. Once signed up, the swimmer is committed to any event fees associated with the meet. If a relay needs to be scratched due to a swimmer not showing up, the absent swimmer will be billed on the next months PSC members invoice.

Time Standards

USA Swimming and Iowa Swimming have established guidelines for the varying levels of competition within the nation and state respectively. Each meet is assigned a level, and indirectly, specific time standards to qualify for meet participation. Due to the diversity of our swimmers abilities, it is important they be placed in meets that will stimulate the most positive and satisfying competitive result. The time standards associated with each meet determine who may enter and compete in that meet. State and National time standards are available on our team website under Time Standards.

Levels of Meets

Meets are chosen each season to satisfy the needs of swimmers and for the growth of the team as a whole. PSC typically chooses meets in which most groups can participate. These meets are usually dual meets or invitational meets. Invites can be one to three days in length and are held on weekends.

PSC selects a few out of state meets each season to allow swimmers to participate with different competition and at new venues to broaden their swimming experience. Swimmers are expected to participate in all meets HOSTED by PSC. **All swimmers who qualified for the State Championship Meet are expected to attend.** This is usually the swimmer's most important meet of the season and represents his/her training and an opportunity to compete for a team title.

- Local Meet
- Travel Meet
- Silvers and 8&under Championship Meet
- State Championship Meet
- Zone Meet
- Sectional Meet
- Futures Meet
- NCSA Meet
- All Star Meet
- Junior/Senior Nationals
- US Open
- Nationals
- Olympic Trials

Philosophy of Competition

PSC emphasizes personal improvement. Winning ribbons, medals, or trophies is not our main goal. Even if a swimmer finished first, but has swum poorly in comparison to their own past performances, they are encouraged to do better. The individual's improvement is the primary objective.

Sportsmanship behavior is of equal importance to improved performance. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort and mature attitudes are essential behaviors.

Team Spirit also contributes to the development of each swimmer. Cheering for and encouraging fellow team members make swim meets more fun and fosters better individual performances.

The coach's job is to offer constructive criticism of a swimmer's performance. The parent's responsibility is to provide the love and encouragement that bolster their child's confidence.

Parent Role

To have a successful program there must be a good understanding and cooperation among the parents, swimmers, and coaches. The progress of a swimmer depends to a great extent on this triangular relationship. It is human nature for a parent to lose some of their ability to remain detached and objective in matters concerning their children's athletics. The following guidelines will help foster the aforementioned relationship and help the swimmer reach their full potential.

- The coach is the coach. The swimmer needs to relate to their coach as soon as possible concerning swimming matters. This relationship between coach and athlete produces the best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes confusion as to whom the swimmer should listen to. If a parent or guardian has a problem, concern or complaint, please contact the coach in private.
- The coach's job is to motivate and provide constructive feedback on the swimmer's performance. It is the parent's role to supply the love, recognition and encouragement to help the swimmers work harder in practice, which in turn gives them the confidence to perform well in competition.
- Even the very best swimmers have meets where they do not accomplish their best times. These plateaus are normal part of swimming. Over the course of a season times should improve. Please be supportive of these poor meets.
- Parents should make every effort to have their swimmers at practice and meets on time.
- A detrimental communication gap is when some parents are more comfortable discussing their disagreements over coaching philosophy with other parents versus talking directly to the coach. Please remember that you and the coach both have the best interest of the swimmer in mind. The approach may be different, but the end goal is the same. Please communicate directly with the coach primarily responsible for the swimmer and/or the Head Coach.
- Thank the coaching staff for caring about and helping the swimmer. Swimming is tough, but coaching can be tougher.

Merchandise

Team apparel may be available for purchase at times throughout the swim season and can include items such as team suit, team caps, PSC spirit wear, and equipment. All swimmers are required to wear a team cap at swim meets.

Glossary of swimming terms

Below are the most commonly used terms.

Age up: A swimmer moves to the next age group due to birthday.

Back: Backstroke

Blocks (or Starting Block): Platform from where the swimmer enters the water at the beginning of the race.

Breast: Breaststroke

Bulkhead: Wall constructed to divide a pool into different length courses, such as dividing a 50 meter pool into two 25 yard courses.

Circle Swim: Athlete swims on the right side of the black line on the bottom of the pool (lane mark), enabling more swimmers to swim in each line. System of swimming generally used during practices and warm ups.

Clerk of Course: An area where the swimmer checks in prior to their event. The swimmer is escorted from the Clerk of Course to the starting blocks.

Consolation Finals: The heats leading up to the finals heat.

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

Cut: Slang for a qualifying time.

Distance: Events over 400 meters/500 yards in length

DQ: A swimmer being disqualified in an event due to improper stroke technique, illegal turn or false started.

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

Dry land Training: Training performed on land to enhance swimming performance; includes stretching, calisthenics and or weight training.

Event: Any race or series of races in a given stroke or distance.

False Start: The starter determines that one or more swimmer moved after the "Take your Marks" position has been assumed. One false start results in a disqualification.

Final: A single race that determines the final place of all swimmers.

Finish: Last phase of a race ending with the touch at the end of the race.

Flags: Lines of flags placed above the lanes at each end to signal backstrokers that the wall is approaching.

Fly: Butterfly.

Free: Freestyle.

Heat: A division of an event in which there are too many swimmers to compete at on time.

Heat sheet: Official program of the meet that lists the swimmers in each event along with their heat, lane and seed time.

Host: Team sponsoring the meet.

IM (Individual Medley): An event in which the swimmer uses all 4 strokes in the following order: Butterfly, Backstroke, Breaststroke, Freestyle.

ISI: Iowa Swimming, Inc. the USA Swimming Local Committee for most of the State of Iowa.

Lane: A specific area in which a swimmer is assigned to swim.

Lane Line: Continuously floating marker attached to a line stretched from the starting end to the turning end of the pool for the purpose of separating each lane.

Lane Markings: Guidelines on the bottom of the pool and in the center of the lanes running from the starting end to the turning end.

Lap: One length of the pool.

Lap Counter: A set of plastic display numbers used to keep track of laps swum during a distance race or the person stationed at the turning end of the pool who helps swimmers keep track of the number of laps swum in a distance race.

Leg: Part of a relay event swum by a single swimmer.

Long Course: A pool 50 meters in length.

Meet: Series of events held in one program.

Meet Results: Computerized results of the meet, usually posted after each event, which tell the swimmer's official time.

National Age Group Time Standards: National USS time standards derived from previous year's results divided by age, sex and category (B,BB,A,AA,AAA and AAAA).

National Age Group Top 16 Times: National reportable time standards set for both short and long course based on previous year's achievements. Only times meeting these standards may be submitted for consideration each year. USS compiles a list and publishes the top 16 swimmers in each event each season.

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

NT: No seed time available.

Official: USS certified judge on the deck of the pool who enforces the rules.

Pace Clock: Clock used during swim practice to enable swimmers to regulate their workout.

Program: The order of events, including starting times and intermissions in a meet or portion thereof, subsequently listed by class of competition, sex, age group, distance, and stroke as set forth in meet announcements.

Positive Check In Meet: A meet where the swimmer must check in prior to warm-ups. All entries are seeded at the meet.

Qualifying Time: Time necessary to complete in a particular event and/or swim meet.

Qualifying Heats: Competition in which a number of heats are swum to qualify the fastest swimmers for the finals where finals placing for the event will be determined.

Race: Any single swimming competition; i.e. preliminary, final, timed final.

Q-Time: Abbreviation for Qualifying Time, generally referring to the Junior Olympic State meets.

Relay: Event in which 4 swimmers compete together as a team to achieve one time. Free relay where all participants swim freestyle. Medley relay where participants swim different strokes, usually in order of backstroke, butterfly, breaststroke and freestyle.

Sanction: Permit issued by ISI to conduct a meet.

Scratch: Withdrawal from an event.

Scratch Rules: Rules applying to properly scratching from an event to prevent being disqualified from other events.

Seeding: Preceded heats: Swimmers are arranged in heats according to submitted times. Events seeded on deck: Swimmers are called to report to the Clerk of Course for their event, A swimmer that does not report is scratched from the event.

Senior Swimming: Program through which USS provides fair and open competition in National Swimming Championships. It is designed to afford maximum opportunity for participation, provide an educational experience, enhance physical and mental conditioning and develop a pool of talented athletes for international competition. There are no age restrictions on senior competition.

Session: Any portion of a meet distinctly separated from other portions.

Short Course: A pool 25 meters or 25 yards in length.

Split Time: Time records from official start to completion of an intermediate distance within a longer event.

Sprint: To swim as fast as possible for a short distance.

Streamline: Position in which the swimmers body is tight and straight as it can be; used to gain maximum distance during the start and/or push-off from the wall.

Taper: Final preparation phase of a training season; usually occurring before the final competitive meet.

Time Trial: Swim event not part of a regular meet; allows a swimmer an attempt to achieve certain time standard

Timed Finals: Competition in which only heats are swum and final placing are determined by the times performed in the heats.

Touch Pad: Large touch-sensitive board at the finish end each lane used to register a swimmers touch and electronically stop the clock in that lane.

Unattached: An athlete who competes but is not officially affiliated with a team.

USS: USA Swimming, which is the national governing body for amateur competitive swimming in the United States.

Wall: Vertical portion of the pool wall, contiguous surfaces of the deck and overflow gutter, front portion of the starting block, or touch pad at the end of the course.

Warm Up: Low intensity swimming used by swimmers before a race or practice to loosen and warm muscles.

PSC Athlete 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, 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.

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

Signature(s)

Date

Signature(s)

Date

PSC Parent Code of Conduct

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

- ☐ I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- ☐ I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- ☐ I will refrain from coaching my child from the stands during practices or meets.
- ☐ I understand that criticizing, name-calling, use of abusive language or gestures directed towards coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- ☐ I will respect the integrity of the officials.

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

Signature(s)

Date

PSC Coaches Code of Conduct

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- ☐ At all times, adhere to USA Swimming's rules and code of conduct.
- ☐ Set a good example of respect and sportsmanship for participants and fans to follow.
- ☐ Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- ☐ Respect officials and their judgment and abide by the rules of the event.
- ☐ Treat opposing coaches, participants, and spectators with respect.
- ☐ Instruct participants in sportsmanship and demand that they display good sportsmanship.
- ☐ Coach in a positive manner and do not use derogatory comments or abusive language.
- ☐ Win with humility and lose with dignity.
- ☐ Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- ☐ Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- ☐ Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- ☐ Always maintain a professional separation between coach and athlete.

Signature(s)

Date

Action Plan of the Piranhas Swim Club to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at Piranhas Swim Club (PSC) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. PSC is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of PSC Bullying Policy and Action Plan:

1. To make it clear that PSC 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 Piranhas Swim Club takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

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

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

- i. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- ii. Creating a hostile environment for the other member at any USA Swimming activity;
- iii. Infringing on the rights of the other member at any USA Swimming activity; or
- iv. 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.

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

2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- a. Review the USA Swimming definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions:
 - § What is the history between the kids involved?
 - § Have there been past conflicts?
 - § Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - § Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

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

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

4. Address bullying behavior

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

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

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or club board member;
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- d. Set a good example by not bullying others.
- e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.



Minor Athlete Abuse Prevention Policy

Piranhas Swim Club

June 23, 2019

THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

GENERAL REQUIREMENT

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

ONE-ON-ONE INTERACTIONS**I. Observable and Interruptible**

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

II. Meetings

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

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

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

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

IV. [Recommended] Individual Training Sessions

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

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS**I. Content**

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

II. Open and Transparent

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

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

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

IV. Hours

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

V. Prohibited Electronic Communication

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

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

TRAVEL

I. Local Travel

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

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

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

II. Team Travel

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

- a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with Club Name or LSC must be USA Swimming members in good standing.

- b. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete.

Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.

- c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

I. Requirement to Use Locker Room or Changing Area

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

II. Use of Recording Devices

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

III. Undress

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

IV. One-on-One Interactions

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

V. Monitoring

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

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

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

VI. Legal Guardians in Locker Rooms or Changing Areas

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

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

- I. Definition: In this section, the term "Massage" refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

II. General Requirement

Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

III. Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to Club Name.
- b. Legal guardians must be allowed to observe the Massage.
- c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
- d. [Recommended] Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.