



**BAYLOR**  
SWIM CLUB

# **Team Handbook**

Baylor Swim Club  
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[www.baylorswimming.org](http://www.baylorswimming.org)

**2017-2018 Season**

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## INTRODUCTION

Welcome to the Baylor Swim Club! The **Baylor Swim Club (BAY)** offers a national caliber, technique based, comprehensive competitive swimming program for children, youth, adolescents and young adults.

Our program is designed to assist athletes in all aspects of competitive swimming, creating the framework for long-term health, welfare, and steady development. The development of proper technical skills, solid work habits, good sportsmanship and an appreciation of teamwork are all essential elements of the goals set forth for each Baylor Swim Club team member.

This handbook will familiarize you with all facets of the Baylor Swim Club and competitive swimming basics. As you review the following pages, you will be introduced to our history, philosophy, team policies and basic information concerning your day-to-day participation with the Baylor Swim Club.

## VISION & MISSION STATEMENTS

### VISION STATEMENT:

Cultivating strong leaders and competitors through superior instruction

### MISSION STATEMENT:

The Baylor Swim Club seeks to help each student-athlete realize his or her full potential, both as a competitive swimmer and as a leader in the community. Teamwork and spirit are among the most highly prized virtues. To develop integrity and responsibility, coaches strive to foster self-awareness in all stages of the training process and encourage athletes to take ownership of their preparation and performance. With the right inspiration, our kids can make their dreams come true.

## THE COACHING STAFF

| Name                | Title   | Email  | Office phone                      |
|---------------------|---|--|-----------------------------------|
| <b>Dan Flack</b>    | Director of Competitive Swimming / Head Coach / Aquatics Director | <a href="mailto:dflack@baylorschool.org">dflack@baylorschool.org</a>   | 423-267-8506 x279                 |
| <b>Laura Pitman</b> | Director of Operations / Assistant Coach                          | <a href="mailto:lpitman@baylorschool.org">lpitman@baylorschool.org</a> | Club office:<br>423-267-8506 x267 |
| <b>Brian Gill</b>   | Head Age Group Coach / Swim School Director                       | <a href="mailto:bgill@baylorschool.org">bgill@baylorschool.org</a>     | 423-267-8506 x630                 |

| Name            | Title   | Email  | Office phone |
|-----------------|---|--|--------------|
| Adam Carter     | Site Director at the Hamilton YMCA / Junior Group Coach | <a href="mailto:acarter@baylorswimming.org">acarter@baylorswimming.org</a>   | N/A          |
| Jessica Klotz   | AG Practice Group Coach                                 | <a href="mailto:jklotz@baylorswimming.org">jklotz@baylorswimming.org</a>     | N/A          |
| Jake Sosna      | Asst. Senior / Varsity / Senior 2 Practice Group Coach  | <a href="mailto:jsosna@baylorswimming.org">jsosna@baylorswimming.org</a>     | N/A          |
| Jenny Smith     | TRI-Masters Coach                                       | <a href="mailto:jsmith@baylorswimming.org">jsmith@baylorswimming.org</a>     | N/A          |
| Stephanie Cohen | Assistant Coach-Developmental Program                   | <a href="mailto:scohen@baylorswimming.org">scohen@baylorswimming.org</a>     | N/A          |
| Erin Sawyer     | Assistant Coach-Developmental Program                   | <a href="mailto:esawyer@baylorswimming.org">esawyer@baylorswimming.org</a>   | N/A          |
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## COACHING PHILOSOPHY

My basic philosophy for age group swimming has many components. I have been fortunate to work with so many great athletes and coaches over the years, and I have taken bits and pieces from all of them. I believe in "Excellence Through Individuality." When a training group of mine is really going, it looks like a multi-ring circus. Every person is different and "one training set fits all" will leave all short of their full potential. I use my vast experience to tap into each athlete's imagination of where he can take his swimming. While there are common themes to any great program, there are no short cuts. Proper training takes planning, time and commitment!

From a physical standpoint, I believe in teaching technique, technique, technique at the beginning stages and continually refining the stroke through the years of training. It is critical to make sure kids have the fundamentals of basic body position and core body movement in all four competitive strokes. With proper technique at a young age, the kids will maintain their stroke integrity through periods of rapid growth and interest in other activities. As the children progress through the program, more aerobic conditioning is introduced as well as an excitement for trying new, many times longer events. I feel it is crucial to train all four strokes and not specialize at a young age because all swimmers develop at different rates; hence, emphasis on development of the IM is always stressed and praised.

I want mentally and physically fresh swimmers, as opposed to kids who have been hammered with no-purpose yardage at a young age. By the early teen years, I begin to try to change the swimmers' perception of "fun" by getting them to see the work and commitment needed to excel as something to look forward to doing and doing well. Strong aerobic base and continued technique at a high level is stressed. I always build on each season but occasionally "hold out some plays in the play book" so that there is continued development of the swimmer - not a "too much too fast" mentality.

Mentally, my philosophy is based on the principles of self-image psychology. This discipline is concerned with guiding and directing individuals toward maximum development of their talents and abilities. I try to teach, train and motivate the kids to achieve their ultimate potential in swimming and to see that this experience will prove valuable to them as they grow. Developing an appreciation for such concepts as high self-esteem, personal accountability, self-discipline,

goal setting and achievement is essential to success in training and competition. I want the kids to "dream the BIG dream," but I also want them to understand that the process and chase of the dream is as beneficial if not more than achieving the dream itself.

Just as important in this philosophy is the education of parents (i.e., letting them know what to expect on each step of the swimming ladder). After all, the parents are definitely part of the ladder of success. In many ways, parents are the true clients of the swimming business. Educating the parents on the philosophy of the program and then showing them how they can support their child's progress makes all aspects of the club flow in a positive direction. I communicate with parents so they can be aware of their child's progress and support him or her through successes as well as challenges.

Am I a sprint coach? Am I a distance coach? I think of my job as a developer of all talents. I have had success coaching all levels of swimmers at all distances and strokes. I enjoy helping the BB kid try for his first A time as much as helping top-level athletes shoot for world rankings. Developing all the athletes' talents is what I am all about. Making sure the athletes understand all the energy systems and the periodization of these systems is a big part of getting the athletes to take ownership of their swimming careers. I want kids to think for themselves and to use the knowledge I have given them to maximize their potential.

I believe in using dry land training to compliment the movements that swimmers make in all the competitive strokes but not to tear them down to where they have difficulty maintaining proper technique. I love the Barrowman medicine ball dry land program. I regularly test the kids on basic athletic standards: high jump, explosive power, etc. The goal is always to make them better athletes, which in turn will help their speed in the water. I will also use basic weight movements in a very structured setting, using proper technique and measured expectations to produce great improvement.

I believe in video instruction. Kids in the year 2012 are in general visual learners. Video games, movies, television, internet, and all the interactive computer programs have programmed kids to learn visually. Over the years, I have accumulated a great video library to show each athlete examples of the proper way to perform what coaches are looking for. I look forward to working with our swimmers to help them achieve their goals both in swimming and in life.

Dan Flack  
Baylor Swim Club

## COMMUNICATIONS

**WEB SITE-** [www.baylorswimming.org](http://www.baylorswimming.org) The Baylor Swimming web page is a great asset of communication for coaches, parents, and swimmers. Here are a couple of sections in the website that you should always look at.

**Newsletter Section-** This has all the newsletters that the coaches' post, so if something is wrong with your email you can always look here.

**Meet Info Section-** In the section it lists the meets for the entire season. You can find information on each of the meets such as who participates, and a list of events. This is the section where meet entries and results will be posted.

**Member News-** This section of the web page is dedicated to our members. In this section, you will find volunteer information; practice group equipment lists, inclement weather policy, and our

club handbook will be posted here as well. The coaching staff will begin posting some important information that you will need to know so please take the time to get a login and begin checking the MEMBER NEWS section on a consistent basis. Below you will find directions on how to get a member login.

### **Directions for Member Login**

- Go to the main menu on the [www.baylorswimming.org](http://www.baylorswimming.org) homepage and click LOGIN
- On the login screen click REGISTER in the bottom left hand corner of the login box
- On the REQUEST LOGIN page please fill out all of the required information.
- Once this is completed the administrator of the website will verify that you are a member of Baylor Swim Club.
- Following this you will receive an email giving you further login directions with a username and password

After you have logged in for the first time, please take the time to fill out the brief family information form. We are trying to collect as much info electronically as possible. You can find the family info form under the members tab on the main menu.

**NEWSLETTER** Baylor Swim Club families will receive a weekly newsletter via email. All activities, meets, practice changes, new records, highlights of meet, updates, and coaching information. As you see, this is where you will find valuable information to keep your family updated. Please take the time to read it carefully. It will also be posted on the website.

**EMAIL** Another form of communication that will be used is email. Please be sure that your email address is correct, and let us know if you are not receiving any of the newsletters / emails.

**FOLDERS** It is important that you all also check your folders. This will be the primary way that swimmers will receive awards from swim meets. Folders are located in the black boxes at the diving board end of the pool.

### **SOCIAL NETWORKING PAGES**

In order to continue to keep up with the latest communication technology the Baylor Swim Club **Facebook** ([www.facebook.com/BaylorSwimming](http://www.facebook.com/BaylorSwimming)) page, **Twitter** (@BaylorSwimming) page, **Instagram** (@baylorswimming) account, and an official **YouTube channel** (Baylor Swimming). Those that have a facebook page are encouraged to go ahead and become a fan/add as a favorite page so that you can keep up with the latest club news, practice information, and meet results. If you have a Twitter page, follow us with the handle @BaylorSwimming. A link is posted on the website for easy access to all the social networking pages/accounts.

Your family is important to the Baylor Swim Club, and we do not want you to miss out on information. The responsibility falls on you to read your newsletter check the website, and your email. Please do not hesitate to ask questions if you have one. The better communication is between our coaches and our parents the more that will be accomplished.

## PRACTICE GROUPS

### About Our Group Levels

Our program group levels offer competitive swimming to all ages and skill levels, from the age of 5 to 19. The Group Levels are a systematic progression through the program. Beginning with the Developmental groups and ending with the Senior group. Moving swimmers up through the levels is the sole responsibility of the coach staff. We are very proud to have specific experienced Coaches running each group (See coaches' bios on [www.baylorswimming.org](http://www.baylorswimming.org).)

### Developmental Program (runs in 8-week sessions)

Our developmental program is the beginning level of our program. This is the level in which we hope to create a lifelong love of the sport of swimming. The swimmers in this group are exposed to the four competitive strokes and learning proper technique. They are also introduced to USA Swim meets. Within the developmental program, there are three groups – red, white, and grey. Parents select from the two practices or three practices a week option, and the coaches assign the swimmers to the appropriate group. **Entrance Criteria:** To enter the developmental program, a swimmer must be able to swim 25 yards of freestyle with rhythmic breathing and 25 yards of backstroke. Swimming lessons are available for swimmers not able to meet these criteria.

### **Red**

This is the introductory group in our swim program. It is designed for the new or younger swimmers entering the swim team arena. This group focuses on stroke development and starts.

### **White**

In the white group, swimmers will continue to work on stroke technique and proper starts. This level adds the turns used in competitive swimming including the free and backstroke turns. Some aerobic training is begun as the season progresses.

### **Grey**

The grey group is the top developmental group. Start, turn, and stroke techniques are still emphasized. Aerobic training is increased along with the teaching of racing strategies. This group prepares the swimmer for entry into the age group program.

*Developmental 2 days meets on Mondays and Thursdays. If you miss one of those days, the practice cannot be made up on a Tuesday. Tuesday developmental practices are available only to Developmental 3 day members.*

### Age Group

At this time swimmers are introduced to the basic training environment. The focus is on technique while introducing race strategy and basic interval training. The continuing improvement on stroke technique, starts, and Turns are a focus every single day in practice. Dry land includes basic calisthenics and flexibility. Swimmers are encouraged to attend 3-4 practices a week. **Entrance Criteria:** 1) Must attend practice a minimum 2-3 times per week, understanding that the AG swimmer may still be participating in other sports; 2) Can swim a legal 100 IM, and all four strokes legally; 3) Successfully swim a set 500-800 yards in length holding proper streamlines, stroke technique, and breathing patterns (Kick Set Minimum: 8x50 Free kick on 1:30; Swim Set Minimum: AG -8 x 100 Free @ 1:50-2:20, 100IM and 200 Free should be staple events to train)

### Juniors

This is the final step your child will take in Age Group swimming. Swimmers will need to focus on conditioning and training consistently. At this level, refining technique is the number one priority while endurance training is introduced into the program. Dry land training consists of flexibility exercises and calisthenics. Classroom seminars on stroke technique are offered. This higher level of training prepares Junior swimmers for the transition to the Senior program. Swimmers in this group are must attend a minimum of 4-5 practices each week. **Entrance Criteria:** 1) Must attend practice a minimum of 4-5 times per week, understanding that a Junior swimmer may still be participating in other sports; 2)"BB" 11-14 swimmer or close (can make within the season) 3) Must swim year round September - July 4)Can train on slowest intervals listed for Junior group; (Kick Set Minimum: 5x100 Free kick @ 2:10; 8x50 Free kick on 1:10; Swim Set Minimum: 7x100 Free @ 1:40-1:50; 7x100 IM @ 1:40-2:00.

### Senior 2

This group is made up of high school students, grades 9-12 that do not attend the Baylor School. They focus on training for the highest level of United States Swimming competition. Skill development, speed and endurance training as well as strength training through dry land exercises are all a part of the practice plan for this group. Nine Practices a week are offered. Swimmers in this group are must attend a minimum of 4-5 practices each week. **Entrance Criteria:** 1) Has achieved a 14 year old "A" time in at least two different strokes; 2)Has the ability to swim 5 x 200 free on 2:40 (on 2:50 meters); 3) Could kick 10 x 100 free on 2:00- short course; 3) Has the ability to swim 5 x 200 IM on 4:00- short course.

### Senior / Varsity

This group is made up of Baylor School students, grades 9-12. They focus on training for the highest level of United States Swimming competition. Skill development, speed and endurance training as well as strength training through dry land exercises are all a part of the practice plan for this group. Nine Practices a week are offered. The coaching staff will communicate to the individual swimmer as to how many practices they should attend, and 100% practice attendance is expected.

## **POLICY ON PRACTICE GROUP ASSIGNMENT**

When the coaching staff assigns a swimmer to a specified practice group, we consider a number of variables including, but not limited to, age, speed, technical ability, emotional maturity, work ethic, and attitude. However, the primary consideration for practice group assignment is a swimmer's technical correctness in the practice environment. As age group swimmers, the most critical part of practice and of training is learning to maintain proper stroke technique. Swimming more distance is rarely the key for age group swimmers to develop into faster and more successful swimmers in the long-term. At the Baylor Swim Club, we particularly pride ourselves in maintaining a long-term vision for our athletes. Accordingly, we are adamant about not over-training or fast-forwarding the athletes in our age group program.

Some of the major considerations in this process are when, why, and how to move swimmers from one practice group to another. Age group swimmers will be moved between practice groups at three specific points during the year. **The first**, obviously, will be in August/September at the beginning of the swim year. **The second** will be in December, following the first series of age group championship meets (Moving swimmers at this time will be kept to a minimum. The majority of moves will take place in Aug. and after spring break.) **And the final move-up** time during each year will be after our spring break – moving swimmers for the long course season. Move-ups will be unanimously agreed upon by the swimmer's current primary coach, the primary

coach of the group that he or she is moving into, and the swimmer's parents. Unless all of these parties agree that it is an appropriate time for the swimmer to move up to a more intense level of training, we will not move the athlete.

This process includes a series of proper balances and perspectives to insure that we are working in the best interest of the athlete.

**See Entrance Criteria for each of the practice groups above in the Practice Groups section of the handbook.**

As coaches, our support of these move-ups will be based primarily on practice performance and technical ability. Regardless of whether a swimmer leads his or her lane every day in practice, if he or she does not consistently perform with technical correctness and focus we will not be likely to move that swimmer to a more advanced practice group.

Furthermore, we as coaches do not recommend that swimmers practice with any practice group other than the one to which they are assigned. However, we do recognize that unforeseen circumstances and scheduling issues do arise in the course of day-to-day life. For this reason, swimmers may make up practices with the immediately lower practice group if they first receive permission from their primary coach and the primary coach of the substitute group. For example, if an age group swimmer cannot attend that practice, he or she may attend the Developmental practice with the permission of both the Age Group and Developmental coaches. This swimmer may not, however, attend the Junior practice.

## **POLICY ON BEHAVIOR AT SWIM PRACTICE**

It is the goal of Baylor Swim Club and the coaching staff, to provide instruction and training during the entire practice session. Baylor Swim Club coaches create lesson plans for each day and week of the short and long course seasons to teach the swimmers proper technique, prepare them for competitive swimming and meet the needs of each swimmer in the practice group. If time is spent disciplining children rather than coaching, the goals of that session are not being achieved. Therefore, Baylor Swim Club expects swimmers to adhere to the following behavior guidelines:

*Parents are to directly supervise their children before practice starts and again immediately following the end of their child's practice*

1. All swimmers must encourage and support their teammates at practice as well as in competition. Swimmers may not conduct themselves in any manner that is disruptive to others.
2. Swimmers are expected, at all times, to follow the coach's instructions. At no time will disrespectful attitudes or back-talk be tolerated from any swimmer.
3. All swimmers using the locker-room should exhibit proper behavior. Rough-housing, yelling and touching items that belong to other swimmers is not acceptable.
4. Abusive language, lying or stealing are intolerable and are grounds for immediate expulsion from the team.
5. Vandalism will not be tolerated. Any property that is vandalized by a Baylor Swim Club swimmer will be repaired or replaced by the swimmer's family.
6. Bullying, teasing, harassing, and any behavior that makes a teammate feel uncomfortable will not be tolerated.

Violation of the above mentioned behaviors will be disciplined as follows:

First violation will receive a warning.

Second violation will result in expulsion for the rest of that practice session and a phone call/meeting with the parents of the swimmer.

Third violation will result in suspension from practice for 1 week.

Fourth and final violation will result in expulsion from the team.

Monthly dues will not be adjusted for suspended swimmers.

## **POLICY REGARDING PARENTS WATCHING PRACTICE**

The Baylor Swim Club coaching staff encourages parents to watch their swimmers practice occasionally. It is not best for parents to watch practice every day nor is it healthy to never come to the pool. The reality of transporting young athletes is that many parents are present every day. However, parents do not need to watch each practice. Here are some important guidelines to keep in mind when observing a practice.

First, young swimmers want their parents' approval. If a swimmer is aware of a parent watching practice, it is natural for some of their attention to be directed toward the parent. However, for the swimmers to learn as much as possible, it is imperative that the coaches maintain the swimmers' attention during practice. We ask that parents never communicate with their children during practice or compete with the coach for his/her attention.

Second, **we insist that parents do not interrupt the coaches on deck while they are coaching. Please watch practice from the stands, not on the deck. If you need to communicate with a coach, please do so by contacting them by phone, email, or in person before or after practice.**

Third, Baylor Swim Club coaches spend a considerable amount of time planning weekly training sessions for each of the practice groups. Each training set or instructional drill has a purpose and one practice and/or practice set often builds on another throughout the week. If a swimmer has not attended the recommended number of practice sessions, he or she may not understand the purpose or progression of what the group is doing on a given day.

**Finally, please do not try to coach your child.** Many times when teaching stroke skills, the coaches ask swimmers to do things that might not look correct or might actually be illegal according to the rules, but does have an important purpose in teaching skills (ie. swimming one-arm fly or breaststroke with a flutter kick). We need to progress through these drills to achieve an improved total stroke.

## PRACTICE SCHEDULES

Practice Schedules are available on the Baylor Swim Club web site. Any changes to these schedules due to inclement weather, facilities, etc. will be posted to the web site and e-mail notification will be sent out.

## PRACTICE EQUIPMENT

**All swimmers will need their own swimsuit and goggles. In addition to these items each group will need some specific equipment.**

| Developmental<br>(Red, White, & Grey) | Age Group        | Juniors                   | Senior / Varsity & Senior 2 |
|---------------------------------------|------------------|---------------------------|-----------------------------|
| Arena Team Suit                       | Arena Team Suit  | Arena Team Suit           | Arena Team Suit             |
| Goggles                               | Goggles          | Goggles                   | Goggles                     |
| Mesh bag                              | Mesh bag         | Mesh bag                  | Mesh bag                    |
| Rubber Swim Fins                      | Rubber Swim Fins | ARENA Swim Fins           | ARENA Swim Fins             |
|                                       | Pull buoy        | Arena Competitive Snorkel | Arena Competitive Snorkel   |
|                                       |                  | Stroke maker Paddles      | Stroke maker Paddles        |
|                                       |                  | Pull buoy                 | Pull buoy                   |
|                                       |                  | Kickboard                 | Kickboard                   |
|                                       |                  | FINIS Pull strap          | FINIS Pull strap            |

Please purchase the equipment type the coaches have requested. The least expensive goggles are the Speedo sprints or the TYR team sprint; you may order any other type of **performance** goggle you wish.

**Performance Racing Suits-** Swimmers in the Senior/Varsity and Senior 2 practice groups will be allowed to wear an Arena performance racing suit at specific meets **with the coaches' permission**. Swimmers in other practice groups will **NOT** be allowed to wear these suits.

**Policy Regarding Jolyn tie-back swim suits-** Baylor Swim Club is currently under contract with **ARENA U.S.A.** Our representatives from ARENA have informed us that it is a breach of contract for our athletes to be wearing a Jolyn or a Jolyn tie-back swim suit. These suits are no longer allowed to be worn at any Baylor Swim Club practices or competitions. Finally, USA Swimming has also ruled this year that the Jolyn tie-back is NOT a FINA approved swim suit, and it is now illegal to wear them during competitions. In keeping with this request our club does not allow tie back suits of any brand.

During the year if you have other swim needs please order from All-American Swim Supply. You can access them on the web through our [www.baylorswimming.org](http://www.baylorswimming.org) website.

Simply click on the All-American Swim Supply logo. You can also contact them by phone at their Roswell, GA location at 770-400-9870. Their website is <http://www.allamericanswim.com/>

Below are directions on how to login to the Baylor Swim Club TEAM STORE on [www.allamericanswim.com](http://www.allamericanswim.com) Click on- TEAM STORE on the menu bar. > Enter TEAM STORE **username: baylor** and **password: swim** (not case sensitive) > Follow instructions to purchase suits and equipment

## TEAM VENDOR

Our team vendor is All-American Swim Supply. Our contact is the Roswell, GA area store.

The Baylor Swim Club has signed an agreement to purchase all items through them. All-America has worked hard to offer our families a substantial discount. It is important for our families to purchase all swimming related items through All-American Swim Supply. In doing so benefits the club and in turn our families in the following ways: 1) The more money purchased the better discount 2) All American will give a percentage sales from families back to the club for purchase of training equipment. This will be used for kick boards, pull buoys etc., and it will eventually keep you from purchasing them yourselves.

## TEAM SPONSORSHIP

Baylor Swim Club is currently under contract with **ARENA U.S.A.** On Arena's end, it means that they sponsor one of our meets and donate supplies for them. They also offer other benefits such as team banners and discounts on our suits and equipment. Swimmers that qualify for and attend sectionals, JR Nationals, Senior Nationals and Trials are given a range of equipment such as suits, goggles, bags, warm ups, parkas, shirts etc. The specific equipment depends on the meet. In return for all of this our club and members agree to wear only ARENA swim apparel at meets. **All team members are required to have a team suit** and swimmers in the AG, Junior and Senior groups are encouraged to purchase warm ups and backpacks.

**Swimmers not wearing the ARENA team suit at ALL meets will be asked to change into a ARENA suit before competing.**

All team equipment is listed on our TEAM STORE page on the All-American Swim Supply ([www.allamericanswim.com](http://www.allamericanswim.com)) website.

## ATTENDANCE POLICIES

Consistent attendance is important in the development of all swimmers. Baylor Swim Club does recognize the value of other activities, including other sports. Please discuss with your coach other activities in which you plan to participate. We offer the following practices per week, and with our swimming experience we feel this is the appropriate amount of training for swimmers at each level. It is ideal to attend all practices offered for each group. As swimmers become more

involved and compete at higher levels it is important to check with your coach about extended absences from the pool. Except at the Junior and Senior levels, there is no required number of practices. If a swimmer is going to miss more than one consecutive practice session, it is very helpful to call your coach and let them know. Junior, Senior, and Senior 2 practice groups must meet the minimum required number of practices per week.

## OUT-OF-WATER POLICY

You must give thirty days written notice if your child will not be swimming the following month in order not to be billed for that month. For example, if your child is not going to swim in April then we must receive written notice no later than March 1<sup>st</sup>. Otherwise you will be charged the monthly fee for April. **This notice must be sent via email to [lpitman@baylorschool.org](mailto:lpitman@baylorschool.org) in order for your notice to be official and exempt you from the month's fee. Telling the coach is not official notification.**

**Developmental group members must send an email notification the month before the upcoming session in order not to be charged. The summer months require the same 30-day notification as all other months.**

## COLLEGE ATHLETE PARTICIPATION POLICY

We realize that at times our college athletes will want to return to Baylor Swim Club practices. Baylor Swim Club has a very competitive training group going on in the summer. All returning swimmers from college are welcome to join in with this training group. If you choose to train here with the Baylor Swim Club, certain responsibilities will apply. Such as:

- Attending all practices on time
- Have an end meet you are training for
- Set a positive tone and example outside of the pool

All fees and registrations apply - Fees are USA Swimming registration -\$66 (if you are registered for this year this amount will be credited back to your account), Club registration fee-\$65, Monthly fees for the Senior group - \$165 per month

If your goal is to "stay in shape" then you are welcome to come in for fitness swimming during rec swim time which is: Monday - Friday 11 AM - 1 PM, Please check with the office for the June beginning date of rec swim times. The cost for this is \$30 per month and should be paid by check to Baylor Swimming and left on Laura Pitman's desk in the office.

College athletes who return during the Thanksgiving and Christmas breaks will not have to pay for that practice time. They are however expected to participate fully in each senior practice.

Please remember if your school, college coach, and college team has made a financial investment in you through financial aid or scholarship based on your swimming ability, then it is your responsibility to hold up your end of the bargain by continually training and improving your swimming. That's the great thing about swimming here at Baylor, we have coaches, teammates and facilities completely able to aid in this process

## INCLEMENT WEATHER POLICY

If the Baylor School is closed or closes early due to inclement weather we will not have Baylor Swim Club practice. If you are in doubt for any reason please check the website [www.baylorswimming.org](http://www.baylorswimming.org) or call the office # 267-8506 x267. The information will be on the website and on the office message system.

## SWIM MEET POLICIES

All swimmers and their parents should understand that the swimmers are under the direction of the coaches at all times during the meet. Any questions regarding this should be directed to the coach. The following policies are expected to be followed by all Baylor Swim Club athletes:

- Be on time for all sessions and team meetings
- **Team suits and caps (if a cap is worn) are to be worn by all Baylor Swim Club athletes. No gear from other teams may worn. Swimmers not wearing the team suit and cap will be asked to change before competing.**
- We are under contract with ARENA U.S.A. All suits worn in competition from Developmental to the senior group must have the ARENA team suit.
- Swimmers are expected to swim all events entered, unless it has been discussed with the coach
- Swimmers should remain in the team area and should talk to the coach before and after each event.
- Swimmers are not allowed to attend an out-of-town meet without coaches approval.
- Please let the coach know when you leave the pool area.
- Good Sportsmanship and courteous behavior are expected from all swimmers.
- Swimmers are expected to clean their sitting area at the end of each session. All trash, water bottles, and personal items must be picked up at the end of the session.

## TEAM TRAVEL INFORMATION

Some meets are designated team travel usually this involves swimmers in the senior group. For team travel meets swimmers will travel to and from the meets with the coaches. The club will arrange the transportation and the overnight accommodations. Swimmers will stay in rooms with other team members.

This Team Travel Service comes at a cost to those who participate. The cost will always cover travel (flight, bus, and or car rental) and hotel accommodations. It may also cover food expenses and any related meet fees. When coordinating **Team Travel**, the Baylor Swim club coaching staff will:

- Arrange **ALL** travel and hotel accommodations
- Provide the estimated cost of **Team Travel** in advance of competition
- Provide a final cost once all expenses have been finalized

Baylor Swim club team members who **Team Travel** will be required to pay all **Team Travel** expenses by the 20<sup>th</sup> of the month in which they are billed. These charges will be added to your monthly statement.

Baylor Swim club members who qualify for meets such as Junior/Senior Nationals after the group travel arrangements have been made will be able to team travel but understand they may incur additional costs because of higher travel expenses.

Coaches will inform swimmers ahead of time of what team apparel and food items they will need to bring with them. We try to stay in hotels with in-room refrigerators and microwaves. Swimmers will eat breakfast and lunch at the hotel or in their rooms. Upon arriving at the meet destination, the swimmers are taken to the grocery store to purchase the breakfast and lunch items they will need for the duration of the meet. Swimmers will need to bring enough money with them to cover the cost of all meals breakfast, lunch and dinner.

The total cost for rooms and transportation are divided equally among the attendees, this cost along with individual meet entry fees will be charged to your swim club account. Fees for team travel are due when billed. **If the meet involves a reimbursement, you are expected to pay the full amount when billed. Your account will be credited when the club receives the reimbursement.**

#### **Rules for Out-of-Town Team Travel**

- Curfews will be set by the coaching staff for each night.
- No alcohol or drugs will be tolerated. Being in the same area with others who are using these substances is considered a violation.
- Rooms will be left in a presentable state.
- Over zealous horseplay, that could result in personal or property damage, is not permitted or tolerated.
- Always be prompt, and wear your team suits, and other team attire while at the pool.
- Never leave the hotel complex alone, or without letting a coach or a chaperone know that you are leaving.
- Males and females should not be in a room together. You are at the meet to swim. This is grounds for immediate departure from the meet.
- You are representing Baylor at all times, so make a positive impression at all times.
- Violations may result in one, or more, of the following:
  - Being scratched from an event, or events
  - Being sent home at the parents' expense
  - Not being allowed to travel with the team without parents
  - Being removed from the team
- All athletes and their parents will be required to read and sign the Baylor Swim Club travel policies & release.

## **COMPETITIONS**

#### **TYPES OF MEETS**

One of the rewards of swimming on a competitive swim team is participating in swim meets. Swim meets are held throughout the area, just about every week-end, on Saturday and/or Sunday. At all levels, swimmers can expect to attend a meet about once a month, once they are ready. Meets are opportunities for a swimmer to measure his/her progress, by competing in a formal competition against other swimmers, at the same skill level. Meets themselves often serve as motivation. As swimmers improve their performances, they move throughout meet levels

where they are eligible to participate, based on their times. Most of the meets that new or young swimmers attend are held on week-ends in the area.

At the beginning of each season, a tentative meet schedule is posted on the Baylor Swim Club web site. This schedule lists the meets that the coaches are anticipating will be the best for Baylor team members to attend, and each swimmer should make every effort possible to participate in all of the meets for which they are eligible. Meets are the yard sticks which measure the results of the hours in the pool.

Southeastern Swimming, the organization that governs USA swimming in our region, classifies meets according to the level of qualifying time that is required to participate, the ages of the swimmers, and the length of the pool. The swimming year is divided into two seasons, which are generally named for the pool length. The fall and winter months make up most of the Short Course, or 25 yards pool, season. The summer months make up the Long Course, or 50 meters pool, season. For future reference, only the United States swims Short Course, and that is the length for high school and college meets. The Olympics and World Championships are Long Course.

**INTRASQUAD**- These meets are held at Baylor, with competition between Baylor Swim Club athletes. Coaches select team and enter swimmers.

**OPEN INVITATIONALS**- These are USS meets for swimmers of all ages and ability levels. Open meets are held throughout the southeast about once a month and are usually 2-3 days long. Overnight stays in hotels are sometimes required (Baylor Swim Club sets up team hotels at team rates)

**PRELIMINARY / FINALS MEETS**- These are USS meets where there are preliminary swims in the morning, and if you qualify in you would swim those events in the evening. These meets are usually championships meets, but they also do appear during the season. Please see expected protocol of all families participating in Prelims / Finals meets below.

**IMX / IM Ready CHALLENGE**- This meet will feature USA Swimming's IMX or IM Ready Challenge events. For 10 & Unders **IMX events** include- 100 back, 100 breast, 100 fly, 200 IM, and 400 free. For 11-12's it includes- 400 Free (LC) or 500 Free (SC), 100 Back, 100 Breast, 100 Fly, 200 IM For 13-14's it includes- 200 back, 200 breast, 200 fly, 400 IM, and 400 free. For 10 & Under **IM Ready events** include- 100 Free, 50 Back, 50 Breast, 50 Fly, 100 IM (SC) or 200 IM (LC). For 11-12's it includes- 200 Free, 50 Back, 50 Breast, 50 Fly, 100 IM (SC) or 200 IM (LC). For 13-overs it includes- 200 Free, 100 Back, 100 Breast, 100 Fly, 200 IM  
In order to have a score in this challenge, swimmers will need to compete in all of these events at least once during the respective seasons. See the link below for more information regarding USA Swimming's IMX or IMReady Challenge

<http://www.usaswimming.org/USASWeb/DesktopDefault.aspx?TabId=801&Alias=Rainbow&Lang=en>

**TECHNIQUE or "TECHNO" MEET**- It is a type of a mock swim meet, where the swimmers will focus on three specific skills according to practice group given by the coach(es) for each stroke (free, back, & breast). Swimmers will be evaluated on how well they complete each of the skills. Remember this is not a race for time, but a chance to concentrate on what they are doing technically, hence the name TECHNO Meet. These skills will be reviewed during practices for the next week, and swimmers will have a very clear understanding of what they must do for this meet.

**CHAMPIONSHIP MEETS**- These are meets for swimmers who meet qualifying time standards. ***Those swimmers that qualify for championship meets are expected to attend.***

Examples of championship meets:

- **Southeastern Championships**- Southeastern qualifying times

- **Southern Zone Sectional Championships**- Sectional qualifying times
- **Age Group Sectionals**- Age Group Sectional qualifying times
- **Zone All-Star Championships**- must apply & be selected by Southeastern Swimming
- **Juniors Nationals**- Junior National qualifying times
- **U.S. Open**- U.S. Open qualifying times
- **USA Swimming National Championships**- National qualifying times
- **Olympic Team Trials**- Olympic Trial times

### **Expected Protocol for All Families Participating in PRELIMS / FINALS Meets**

1. A block of rooms will be set aside at the team hotel. Please make sure you make reservations by the deadline set on our website.
2. Plan to arrive the night before your child swims. Example Thursday night if the meet starts on Friday morning.
3. Rest is a very important part of these meets. Your child will be swimming many races and you will find yourself at the pool for many hours as a parent. Meals eaten at restaurants really cut in to the amount of rest you and your child will be able to get.
4. **Lunch** – Please pick up a sandwich at a place that is fairly quick (Subway, Schlotzky's, etc) Take the food to your hotel room to eat it. This way your swimmer can eat and lay down for a while. If your child takes a nap at this time please make sure he/she does not sleep for longer than an hour. Resting in the bed watching TV, reading, playing cards is great.
5. **Dinner** – This meal requires a little planning. Choose a restaurant ahead of time that you can call in a to go order. If you check with the coach at the end of the prelim session he/she will be able to give you an approximate time your child will be finished at finals. This will give you a time to have the dinner order ready. Swing by the restaurant and pick up the dinner order, once again eat it in your hotel room and then have your swimmer go straight to bed.
6. **Bedtime** – Final sessions usually end around 8:30 or 9 PM. This is already late for your child to be getting finished. Eating dinner and getting in bed quickly is a priority. Please do not allow your child to stay up watching TV.
7. **Scratching Finals** – The rule is that any swimmer planning on scratching a finals event must notify the clerk of course within 30 minutes of the results posting. **Only coaches are allowed to scratch a swimmer from a race.** If you have some extenuating circumstance prohibiting your child from swimming in the finals session please discuss with the coach IMMEDIATELY! Coaches do make the final decision. USA Swimming scratch rules state: Swimmers missing a finals event without properly scratching will be disqualified from the next event. Baylor Swim Club reserves the right to scratch swimmers for the remainder of the meet if a swimmer misses a final event without notifying the coach.

## **MEET ENTRIES**

Your child's coach will determine the events which your swimmer will be entered in at each meet. Swim meets are an integral part of a swimmer's development and the coaches will be entering each swimmer according to his or her readiness and progression in practices. If there are special considerations that you would like to bring to the coaches' attentions, please e-mail them prior to the scratch deadline. **Please do not, however, e-mail a list of events for your swimmer. Those decisions are to be made explicitly by the coaches.**

The Coaching Staff will post SCRATCH deadlines for each swim meet. These will be posted in each newsletter, on the webpage, by each meet on the meet schedule, and on the Baylor Swimming Calendar of events on the website. **It is imperative that you click the TeamUnify button on the homepage> go to events tab> then click the proper meet. Here you will accept or decline to attend the meet. There is a space to note if your child will only miss a portion of the meet prior to the registration deadline. This is called “scratch deadline”. Please be sure to click on the save changes button.** All children who are registered for the meet will be charged as follows: entry fee/event (around \$5.00-\$6.00), facility fee, and \$3.00 LSC fee. If you do not scratch your child you will be automatically billed the entry fee for the swim meet.

Once meet entries are completed, they are posted both on the Baylor Swim Club web site and in the hallway at the pool. Please review these entries with your swimmer(s) so that they are aware of and prepared for the events in which they will be participating at the meet.

Preliminary relay assignments will be posted at the meet. However, relay participants are subject to change at the meet. Who swims on a relay, and who swims which stroke on a relay, is the sole decision of the coach on the day of the meet. The coach will use such factors as attitude, best time for the stroke, performance under pressure, and how the individuals are swimming that particular day. If you are seeded to swim a relay, do not leave the meet early because your teammates are counting on you.

When attending a meet, swimmers will need to wear their team suits and bring their team caps, goggles, two towels, Baylor Swim Club t-shirt, sweatshirt/pants, activities (gameboy, books, cards, etc.), water bottle and healthy snacks. It is critical that swimmers wear Baylor Swim Club caps at meets so that they are easily distinguished as members of our team.

Baylor Swim Club will have a designated “team area” at each meet. This promotes team unity and spirit, and allows the swimmers to be mentally ready to swim well. When a swimmer first arrives at a meet, he/she should then proceed to the warm-up area to begin warm-ups. A proper warm-up is very important to the swimmer, since it gives him/her the chance to stretch muscles, and loosen up before competing. After warm-ups, the swimmer should stay warm by putting on a sweat suit, shoes, and a hat.

Prior to the beginning of each meet, it will be helpful for parents to purchase a heat sheet; these are generally sold at the entrance to the meet. Parents of 10 and Under swimmers should write the events the child will be swimming on the child’s arm. This will enable the Clerk of Course to determine if the child is in the right place. It is the parent’s responsibility to get the child to the Clerk of Course.

Before and immediately after each event, swimmers should check in with their coach. This allows the coach to give instructions and encouragement before the race and to discuss how the swimmer swam the race. This is a critical time for each child to get a clear understanding of what they did well and what they need to work on in the future. Immediate feedback after a race is the most valuable opportunity for swimmers to improve at swim meets.

## LONG COURSE SEASON

The summer long course season is an important part of the Baylor Swim Club program and all swimmers are encouraged to participate. Long course or a 50-meter pool is the distance in which all National Championships and most International competitions are held, including the Olympics. It is important for all swimmers to participate as much as possible in a long course pool if they have long term swimming goals. Long course training is also very instrumental in continuing the

development of the swimmers and preparing them for summer meets as well as next fall and winter. The season lasts until the end of July or early August. The long course practice schedule will be released at our parent meeting in the spring and posted on [www.baylorswimming.org](http://www.baylorswimming.org)

We attend 4-6 long course meets per year depending on ability. **We also host two long course meets (Arena LC Invite- May & UltraSwim OPEN- June), and all parents are expected to work at the meets, whether you are currently swimming or not.** All Baylor Swim Club athletes are encouraged to swim long course to see the full benefits of swimming year round.

## PARENT VOLUNTEER INFORMATION

As one of the families that will enjoy the benefits of belonging to the Baylor swim Club, the following facts concerning the financial significance of well run swim meets are worthy of your recognition:

- I. The Baylor Swim Club funds its activities from two main sources. The first source is the monthly dues you have agreed to pay. The second source is the hosting of five or six meets each year. The revenue from these meets can represent as much as one fourth our annual budget. The figure helps our monthly dues from having to pay for the entire budget.
- II. Support from the membership is the only thing that can ensure that these meets will be a success. Everyone is expected to work in some way.
- III. Baylor has a reputation for hosting high quality meets and we wish to be the best in the Southeast. We wish to continue that tradition and your support is necessary.

The following conditions are part of your agreement to be a member of Baylor Swim Club:

- 1. The staff will communicate with the membership the required number of sessions each family has to work for each meet.
- 2. EACH FAMILY WILL PROVIDE WORKERS TO SATISFY THE MEET SESSION REQUIREMENT AS SET FORTH BY THE STAFF.
- 3. This year's meets and their session requirements will be:
 

|                 |                                   |            |
|-----------------|-----------------------------------|------------|
| September 23-24 | Fall Kick-Off Classic             | 2 sessions |
| November 4-5    | Martha Bass Invitational          | 2 sessions |
| January 20      | Southeastern Middle School Champs | 2 sessions |
| February 16-18  | SES East Region Championships     | 2 sessions |
| May 4-6         | ARENA Long Course Invitational    | 2 sessions |
| June 2-3        | UltraSwim OPEN                    | 2 sessions |

If a family cannot attend one of the above meets, IT IS THEIR REPSONSIBILITY TO MAKE ARRANGEMENTS AHEAD OF TIME WITH THE MEET DIRECTOR TO SEE IF PRE-MEET WORK IS AVAILABLE.

- 4. At each meet, there will be a sign in sheet at the volunteer table for you to sign in when you arrive at the pool. It is your responsibility to make sure that you have signed in properly.
- 5. Failure to satisfy the requirements listed above will result in a \$40 assessment per session not worked for that family for each meet.

All families should attend one of the scheduled volunteer trainings in September. For more specific information about volunteer jobs for home swim meets, please refer to your team volunteer handbook

**ALL FAMILIES MUST VOLUNTEER AT ALL HOME MEETS REGARDLESS OF YOUR CHILD'S PARTICIPATION IN THE MEET.**

## FINANCIAL INFORMATION

### Registration

To register with Baylor Swim Club, complete the online registration on [www.baylorswimming.org](http://www.baylorswimming.org). The registration fee includes USA Swimming registration and insurance, Baylor Swim club cap and T-shirt. USA Swimming Registration is \$70.00, and swim club registration is \$65.00. The club registration for a second child is \$45.00.

### Dues

Developmental sessions are billed **bi-monthly** on the first day of the month— Sept., Nov., Jan., March, May, and June. (These fees should be paid directly online). Registration for each developmental session closes on the Friday following the first day of the session. All other practice groups are billed monthly on the **first** day of the month. Bills are emailed on the first day of each month. They are to be paid by the 20th of each month. Swimmers will be withheld from participation if the account becomes more than 30 days past due. If you are going to be out of town or missing for a month we must be notified in writing no later than the 29th of the month prior to when you will be out in order for your account to be credited. For example: if you will be out in November the email must be received by September 29. **ALL FEES AND DUES MUST BE PAID ONLINE.** Fees for the Developmental mini session in May are \$75 for 2 days and \$85 for 3 days.

### Meet Entry Fees

Meet entry fees are separate from your monthly dues. Meet fees are included in your monthly bill statement if your child was entered in the swim meet. There will be a \$5.00 charge for relay events per meet. Remember once the scratch deadline has passed you are required to pay the entry fees even if the child does not attend the meet.

### Volunteer Opportunities

Baylor Swim Club will host seven swim meets during the 2016-2017 season. These meets are staffed by our family volunteers, and allow for the club to not require any parental fundraising. Baylor Swim Club has the reputation of running high quality meets and providing a great hospitality menu. In order to run things smoothly it takes all of our parents working in some capacity at the meets. Due to the importance of the financial impact of meets on our club there is a \$40 per session fee for families that do not meet the volunteer requirement for each meet. Volunteer sign-up for meets is done online and there are many choices of places and times to volunteer.

Due to the swim meets we host, there is a \$120.00 hospitality fee per year per family. This fee will be charged the month following the registration. This fee allows the club to provide food and drinks for coaches and officials during the meets, and keeps parents from having to supply these items. **Families are expected to volunteer at all six hosted meets.**

**Baylor School Natatorium Practice Site**

| <b>Practice Group</b> | <b>Monthly Fees</b>    | <b>Registration<br/>USS / Club</b> |
|-----------------------|------------------------|------------------------------------|
| Developmental– 2 days | \$133 / 8 week session | \$70 / \$65                        |
| Developmental– 3 days | \$153 / 8 week session | \$70 / \$65                        |
| Age Group (AG)        | \$102 / month          | \$70 / \$65                        |
| Juniors               | \$125 / month          | \$70 / \$65                        |
| Senior 2              | \$145 / month          | \$70 / \$65                        |
| Senior                | \$165 / month          | \$70 / \$65                        |

**Hamilton YMCA Practice Site-**

YMCA members will be required to provide a copy of a membership card at the time of registration

| <b>Practice Group</b>                                 | <b>Fees</b>            | <b>Registration<br/>USS / Club</b> |
|---|------------------------|------------------------------------|
| Developmental– 2 days<br><i>For YMCA Members</i>      | \$133 / 8 week session | \$70 / \$65                        |
| Developmental– 2 days<br><i>For non- YMCA Members</i> | \$168 / 8 week session | \$70 / \$65                        |
| Developmental– 3 days<br><i>For YMCA Members</i>      | \$153 / 6 week session | \$70 / \$65                        |
| Developmental– 3 days<br><i>For non-YMCA Members</i>  | \$188 / 6 week session | \$70 / \$65                        |
| Age Group– <i>For YMCA Members</i>                    | \$102 / month          | \$70 / \$65                        |
| Age Group- <i>For non-YMCA Members</i>                | \$137 / month          | \$70 / \$65                        |

- Families with three or more children swimming will have their lowest monthly fee reduced by 10%.

## COACH RESPONSIBILITIES

The Director of Competitive Swimming / Head Coach / Aquatics Director is to supervise all aspects of the Baylor Swim Club program. The coaching staff is dedicated to providing a quality swim program that enables each swimmer to be “the best one can be”. The Baylor Swim Club coaches are members in good standing of United States Swimming.

- Coaches are responsible for placing children in practice groups. When the coaching staff assigns a swimmer to a specified practice group, we consider a number of variables including, but not limited to, age, speed, technical ability, emotional maturity, work ethic, and attitude. However, the primary consideration for practice group assignment is a

- swimmer's technical correctness in the practice environment. The coach also decides when a child will be moved to another group (See Policy on Practice Group Assignment)
- Coaches are responsible for the meet schedule and the events the swimmers enter. Relay positions are the sole responsibility of the coaches. Coaches are also responsible for warm-up procedures and behavior at swim meets.
  - Coaches are responsible for practice schedule and behavior of swimmers at practice.
  - Coaches are to keep parents informed of all schedule changes. This includes practice times as well as any information concerning competitions. This information will be posted on [www.baylorswimming.org](http://www.baylorswimming.org) and emailed out to the membership.

## PARENT RESPONSIBILITIES

Competitive swimming programs provide many benefits to young athletes. They develop self-discipline, good sportsmanship, and time management skills. Competition allows the swimmer to experience success on how to deal with defeat, while becoming healthy and physically fit.

As a parent, your major responsibility is to provide a stable, loving, and supportive environment. This positive environment will encourage your child to continue to in the sport. Show your interest by ensuring your child's attendance at practices, and by coming to meets.

Parents serve as role models and their attitudes are often emulated by their children. Be aware of this and strive to be positive models.

Have your swimmer at the pool on time ready to swim. Please do not leave your swimmer at the pool unattended.

Write with a waterproof pen your child's name on ALL suits, goggles, warm-ups, caps, towels, fins, snorkel, swim bags, etc.

Newsletters and other items are emailed out frequently. Check your email daily. You are responsible for the information that is emailed out. Awards will be placed in folders located at the diving end of the pool, and important announcements will be posted on the bulletin board.

Always check information posted on [www.baylorswimming.org](http://www.baylorswimming.org) ! Sometimes it becomes necessary to make changes. Upcoming meets information, time standards, and team records are also posted there.

Read your newsletter! Email, and the Baylor Swim Club website are the biggest forms of communication that the coaches use to inform parents and swimmers. Your role as a swim parent can be a very difficult, but a very rewarding one. Your attitude towards your child's successes and failures, your child's coaches, your child's competitive swimming experience, will all have a major effect on his/her performance, enjoyment, and ultimately, long term development in the sport.

At the senior level the swimmers are expected to be responsible for all aspects of their swimming. **Most communication at this level is between the coach and the swimmer.** The motto is "our highs should never be too high, and our lows should never be too low"

**Following are some observances which may help you in your role as a swimming parent:**

- Every swimmer will experience success and failure and each is important in the child's long-term development. Failure is probably the greater learning experience. Winning seems to just happen; while overcoming setbacks requires determination and mental toughness. Your child needs support and encouragement during the hard times, not just during the victories. Teach him/her to be humble in victory, and a good sport in defeat. Remember, losing is a tremendous learning experience.
- Performance is a complicated issue. Sometimes the child does all the obvious things necessary to perform well, yet does not. It is not just going to practice, working hard, doing what the coach says, or a win. There are many mental and emotional factors as well as physical factors that go into performance. Some are obvious, some are not.
- Learning takes place at different rates for different individuals. So be patient with your child. The slow learner may have far greater ultimate swimming potential than the faster learner.
- It's important you have your child swimming for the right reasons. Let the competition be up to the child and the coach. Nothing can stifle a swimming career more than a parent who inflicts his or her goals on the child.
- Look at things over the long term. The Baylor Swim Club program is designed to develop a swimmer from a beginning competitor to a senior level performer. This involves an incredible amount of patience from parents and coaches alike. Don't over react to a good performance. Chances are, there will be a lot of both over the long hall.
- Plateaus can and will occur at various times in a swimmer's career. They occur for a variety of reasons. Some are physical (lack of physical maturity): some are motivational, and some are mental (lack of self-confidence). The athlete will go through a tremendous amount of physical and emotional changes as they develop, and these changes have an effect of performance. Successful athletes work through these temporary delays and on to greater accomplishments. Your child particularly needs your encouragement during these plateaus.
- **It is the coaches' job to critique the swimmer's performance, not the parents. Conflicting advice from parents and coaches will confuse the swimmer.**
- Feel free to discuss any concerns or questions you have concerning your child's swimming with the coach. FIRST, contact the coach working directly with your child. If you wish to further discuss any concerns, you should contact either the Head Age Group Coach (age group swimmers) or the Head Coach (senior swimmers).
- We do not offer private lessons for our swimmers. We believe through regular practice attendance and listening to the coach your swimmer will receive the necessary instruction.

**USA SWIMMING- [www.usaswimming.org](http://www.usaswimming.org)**

**WHAT IS USA SWIMMING?**

USA Swimming is the National Governing Body for amateur competitive swimming in the United States. USA Swimming was conceived in 1978 with the passage of 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) located in Indianapolis, Indiana. USA Swimming Headquarters office was established in Colorado Springs, CO, in 1981 and is located at the Olympic Training Center.

As the National Governing Body for the sport, USA Swimming is responsible for the conduct administration of swimming in the United States. In this capacity, USA Swimming formulates

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.

### **HOW IS USA SWIMMING ORGANIZED?**

**International-** The international federation for the aquatic sports is the Federation Internationale de Natation Amateur (FINA). USA Swimming is affiliated with FINA through the United States Aquatic Sports (USAS) made up of four aquatic sports- swimming, synchronized swimming, diving, and water polo.

**National-** USA Swimming is a Group A member of the United States Olympic Committee and has voting representation on the USOC House of Delegates.

**Local-** Within the United States. USA Swimming is divided into fifty-nine Local Swimming Committees (LSCs) each one responsible for administering USA Swimming activities in a defined geographical area. Each LSC has its own set of by-laws under which it operates. Baylor Swim Club is part of the Southeastern Swimming LSC (Southeastern Swimming website:

[www.seswim.org](http://www.seswim.org) )

A House of Delegates with representation of athletes, coaches, members or the Board of Directors and clubs is responsible for managing the business affairs of each LSC.

### **HOW ARE DECISIONS MADE IN USA SWIMMING?**

USA Swimming is a non-profit organization made up of very dedicated volunteers. Interested individuals donate their time, energy, and expertise at every level from the national Board of Directors to the local swimming clubs. All policy decisions are made through a chain of committees- committees reporting to elected vice presidents. The USA Swimming House of Delegates meets once a year at the USAS Convention and determines the rules and regulations for swimming the following year. In between yearly meetings of the House of Delegates, an elected USA Swimming Board of Directors is charged with the responsibility of making decisions for the corporation.

### **MORE INFORMATION ON USA SWIMMING**

USA Swimming provides a variety of services and programs for its membership. Among the many services are publications, educational programs, fund-raising activities, sports medicine programs, video resources and general information about swimming related activities. USA Swimming staff are available to assist you in answering questions providing additional information about USA Swimming. For information or assistance, visit: [www.usaswimming.org](http://www.usaswimming.org)

## **USA Swimming SAFE SPORT**

USA Swimming is committed to fostering a fun, healthy and safe environment for all of its members. For that reason, we have in place a detailed Code of Conduct. The following rules, policies, reporting structure, education and tools are intended to serve our members as we work together to maintain this environment.

In accordance with USA Swimming, the Baylor Swim Club has also produced a Safe Sport section the team handbook to serve its membership. Please see all the following information below.

## SAFE SPORT LINKS

- [USA Swimming Safe Sport Website](#)
- [USA Swimming Safe Sport Handbook](#)
- [USA Swimming Code of Conduct](#)
- [How to Respond When Athletes Disclose Abuse](#)
- [Responding to Reports of Red Flags](#)
- [Preventing False Allegations](#)
- [Responding to Violations](#)

## Action Plan of the Baylor Swim Club to Address Bullying

### PURPOSE

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

### Objectives of the Club's Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all 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 Baylor 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?

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

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

## REPORTING PROCEDURE

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

- Talk to your parents;
- Talk to a Club Coach, Club Operations director, or other designated individual;
- Write a letter or email to the Club Coach, Club Operations Director, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

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

## HOW WE HANDLE BULLYING

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

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

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

### ***FINDING OUT WHAT HAPPENED***

#### **1. First, we get the facts.**

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

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

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

## ***SUPPORTING THE KIDS INVOLVED***

### **3. Support the kids who are being bullied**

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

### **4. Address bullying behavior**

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

## Electronic Communication Policy of the Baylor Swim Club

### PURPOSE

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

### GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems; and inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

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

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

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

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

### FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.

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

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

### **TWITTER**

*Best Practice:* The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

### **TEXTING**

The Baylor Swim Club has adopted the Baylor School athletics policy of NO TEXTING between coaches and athletes with the exception of communicating details while on team travel events.

### **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.

## TERMS & CONDITIONS for PARTICIPATION

### Terms and Conditions for Participation

#### Baylor Swim Club

1. The yearly registration fee is not refundable and must be paid prior to the swimmer entering the water.
2. Monthly dues are automatically paid on the first day of each month. Failed payments will result in processing fees as well as late charges. Swimmers with balances due on the 20<sup>th</sup> of each month will be held out of practices until the account balance is paid in full
3. Meet entry fees are in addition to the monthly dues.
4. Each family is required to pay a hospitality fee of \$120 per year. This fee is billed in October and March as \$60 fees. Families choosing to end participation prior to March 1 will automatically be charged the second \$60 fee.
5. Should a swimmer decide to discontinue participation with the Baylor Swim Club, written email notification must be received by the 5th day of the month prior to stopping. Notification received after that day will result in the next month's fees being charged. Developmental swimmers must send their notification 30 days prior to the next session start date.
6. Each family is required to fulfill the meet work and hospitality requirements for ALL Baylor hosted meets in the 2017-2018 season even if your child is not swimming. Below are the swim meets for this season.  
  
 September 23-24, 2017- Fall Kickoff Classic  
 November 4-5, 2017- Martha Bass Invitational  
 January 20, 2018- Southeastern Middle School Championships  
 February 16-18, 2018- SES East Regional Championships  
 May 4-6, 2018- ARENA Long Course Meet  
 June 2-3-, 2018- UltraSwim OPEN
7. Failure to meet the individual meet volunteer requirement will result in a \$40 per session volunteer fine.
8. All swimmers, who are members of the Baylor Swim Club are required to participate at their highest level of achievement in championship meets (including relays)
9. Each parent and swimmer is responsible for reading and understanding and abiding by all the contents of the Baylor Swim Club handbook.

I understand and agree to the above terms and conditions as well as all other aspects of the Baylor Swim Club handbook in exchange for the privilege of my child(ren), to participate in the activities and swimming program of Baylor Swim Club.