

Wilson Barracudas Swim Team Handbook



Welcome to the Wilson Barracudas Swim Team of Wilson, North Carolina (WBST). The goal of the swim team program is to develop responsible, caring, respectful and honest young adults through the sport of competitive swimming. Competitive swimming is the vehicle through which participants learn life lessons that will impact them forever. We focus on the values that will enable each participant to lead a fulfilling and productive life outside of swimming, and we take pride in the strong leaders and role models who graduate from the program. Throughout the program, you will find constant examples of these traits in action from our coaches, swimmers and parents.

Through competitive swimming, we enable our participants to accomplish the following objectives:

- To grow personally through the building of self-esteem and self-reliance.
- To clarify values and to develop moral and ethical behaviors.
- To improve personal and family relationships by learning to care, communicate and cooperate with family and friends.
- To appreciate diversity and to respect people of different ages, abilities, incomes, races, religions, cultures and beliefs.
- To become better leaders and supporters through the give-and-take experiences of working toward a common good.
- To Have Fun and enjoy life!

While there will be some experiences that are tougher than others, the coaches and parents comprise an important team in teaching the valuable lessons of a young person's life. We are excited that you are a part of our program and look forward to your family's involvement throughout the year.

Mission

The Wilson Barracuda Swim Team strives to produce kids of character through a quality swim team experience. We help our team members attain their maximum potential as a competitive swimmer, while emphasizing character development and internal reward.

Dues

The Wilson Barracudas Swim Team is a yearlong program. Professional coaches offer your child the opportunity to attain his/her maximum potential in competitive swimming. The team mission is to provide key character development – commitment, determination, responsibility, teamwork, self-image and goal setting.

Becoming a member of the WBST is an annual commitment. The team offers several payment schedules. Dues should be paid by the 5th of the month. Checks should be made out to WBST and may be mailed or handed to our Treasurer. We ask that you indicate the month/year and swimmer's name as a note on each check.

A swimmer that stops swimming must pay all dues through the final month they swim. Any swimmer that swims nine (9) or more months will be required to pay annual dues as committed at registration. If you fall behind in payment of dues more than one month, your child will not be allowed to swim with the team until dues are paid.

Facility Use Fee

The City of Wilson charges each swimmer \$15 per month for use of their facility. This is a rate negotiated between the City of Wilson and WBST. This fee should be included with your monthly dues.

Registration

A registration fee is paid annually in September, in addition to team dues, must be paid by all swimmers. This is a USA Swimming registration fee that provides insurance coverage for each swimmer and allows entry into swim meets. This must be paid by the deadline in order for your child to swim. If a swimmer joins the team after the season has started, they pay the registration fee whenever they start.

Communication

Our most important tools for communication are email and the Remind app. If you are not receiving emails, or your email address changes, please notify our head coach or the team Secretary. For Remind, our class code is @fa9bcb.

Email is typically used for upcoming information, changes to our practice schedule, meet and event information. The Remind app is typically used in the case of a last-minute notification, such a practice cancellation.

Our team email address is swimwbst@gmail.com and can be used for any questions you may have for the board members or coaches.

We also have a website page and a Facebook team account.

Website: <http://www.wilsonbarracudas.com/home>

Facebook: <https://www.facebook.com/WilsonBarracudaSwimTeam/>

If you have any comments, suggestions, pictures or information to share on these platforms, please send them to swimwbst@gmail.com (we have photography policies that we have to check before posting publicly).

Conduct and Behavior

Swimmers - Roles and Responsibilities

WBST swimmers strive to be positive team members in and out of the pool. Most importantly, swimmers should always remember that they represent WBST. Their words and actions reflect not only on themselves but on their teammates, parents, and coaches. With the guidance of coaches and parents, swimmers are expected to demonstrate caring, honesty, respect, and responsibility.

Focus on Team

Individual achievements are important, but supporting others and working together toward a common goal raises everyone's performance level. Furthermore, shared experiences are more fun and exciting than individual ones. Together Everyone Achieves More.

Act, Think, Look, and Talk Positively. Attitudes are contagious, so make sure that yours is worth catching. Every member of a team contributes to the overall team experience. Help make ours AWESOME!

Take responsibility for your belongings, words, actions, and swimming. Attend practice regularly. Be on time and remember all equipment (cap, goggles, suit, towel, etc.) Don't blame others when things don't go your way. Excuses satisfy only the person who makes them.

Demonstrate good sportsmanship at all times. Athletes with good sportsmanship habits earn the respect of their competitors and gain pride and confidence in themselves. Loud, emotional, or rude displays are inappropriate, regardless of the reason. Always think before you speak or act.

Show respect. The best way to gain respect is to show respect. Allow others to share their opinions and ideas freely. Follow rules set forth by coaches and officials. Do not talk while others are talking, and don't talk back to coaches or officials. Refrain from speaking or acting negatively toward other swimmers, teams, coaches, or officials. Do not misuse or abuse property.

Take Pride. Give an effort that you can be proud of. Maintain an attitude that you can be proud of. Develop team pride by encouraging teammates to do the same. Don't cut corners or take shortcuts.

Be honest. Do not lie. Refrain from gossip (which often involves at least one untruth). Do what you think is right, not just what is popular. Give an honest effort toward achieving your stated goals. Communicate with coaches regarding anything that might affect your performance, or the team as a whole.

Code of Conduct

As representatives of WBST, swimmers are expected to speak and behave in a manner that is respectful, responsible, honest, and caring. If each swimmer is mindful of these traits, appropriate conduct should never be an issue. These guidelines are to be followed by WBST swimmers at all practices, meets, and other team functions. .

The first violation will receive a verbal warning. The second will result in dismissal from the practice, meet, or team function where the violation was made. The third violation will result in suspension from the team for a period of time determined by the swim team director. A fourth violation will cause the removal of the swimmer from the program. Parents will be notified at each step.

The following actions will not be tolerated:

- Verbal or physical abuse toward others.
- Theft of any kind.
- Vandalism or any destruction of property, public or private.
- Use of tobacco products or other illegal substances.
- Consumption of alcoholic beverages or other illegal substances.
- Sexual activity

Dress Code

Swimmers are expected to dress with dignity and appropriate taste whenever representing the team. This includes going into and out of practices, meets and team activities. No crude, rude or suggestive pictures or writing will be permitted. .

Coach's Roles

Coaches occupy a unique place in a swimmer's life - part parent, part teacher, part friend. WBST coaches take these roles seriously and strive to be good role models, leaders and listeners. Coaches instruct swimmers in all aspects of the sport: technique, training methods, mental preparation, competitive strategy, etc. Coaches will offer encouragement, constructive criticism, and honest assessments with suggestions for improvement. They also demonstrate and encourage values and behaviors consistent with the principles of WBST. Coaches lead the team at competitions and make decisions about group placement; meet opportunities, and events for swimmers. They will also communicate with swimmers and parents about plans, issues, and philosophy within the program.

Points to Keep in Mind

Individual swimmers develop at different rates. This fact alone may cause stress for swimmers. External pressure cannot quicken or slow the pace of natural development, but excessive pressure can contribute to burnout. Remember that the process, not the awards, is the most valuable part of competitive swimming. The friendships, lessons, skills, and memories gained from participating in the sport and the team last forever. They help create a healthy, happy and strong person.

Practice

Regular, consistent attendance is necessary to build the abilities of the swimmer, enhance the coach-swimmer relationship, and strengthen the unity of the team as a whole. It is very important to be on time and be prepared with all the necessary equipment when your practice session starts. Having back-up equipment is strongly suggested. Attending practices is a prerequisite for attending meets.

Schedules

Practice schedules will be posted on the team website and distributed to all families (by email) prior to the start of each season. Some updates and revisions may be necessary, especially during holidays. Every effort will be made to notify families of changes in the practice schedule in a timely manner. Please be attentive to all notices and announcements.

Inclement Weather

Practice (indoor and outdoor) continues when it is raining. In the event of snow or ice, please check for email bulletins and the Remind app about practice status.

- If Wilson County public schools release early because of hazardous weather, there will be no practices that afternoon.
- If Wilson County public schools are closed for the entire day, there will be no practices that afternoon.
- It is advised that even if a practice is being held, to use your best judgment when deciding to make the trek to practice or to stay at home.
- If there is thunder and lightning, practice will be suspended, but not necessarily canceled. Pool closure is a facility, not coach or team, decision. If practice is suspended for a period of time due to thunder, we will try to have swimmers participate in a "dry land" activity. We will try our utmost to hold practice. However, when/if this is impossible, you will be notified via the Remind app.
- Keep in mind - weather conditions in one location may not be the same elsewhere in the area. If there is a question, call ahead.

Equipment

Each swimmer should have several old suits for practice (100% polyester have longer life spans), two pairs of goggles, two caps (so you always have spares), and swim fins. Other recommended equipment includes a mesh bag, a kickboard, paddles, and a pull buoy.

We suggest Swim Outlet (www.swimoutlet.com) for apparel and equipment. We are continuously updating our team store. When purchased, our team gets a portion of the proceeds (<https://www.swimoutlet.com/collections/wbst>).

Swim Meets

Swim meets complete the circle of competitive swim team involvement. Swim meets are a fun and exciting part of a competitive program. They provide the opportunity for swimmers to measure progress, experience the thrill of competition, and strive for individual and team accomplishments. They provide focal points for practice efforts. All swimmers are encouraged to compete in meets for these reasons.

USA Swimming

USA Swimming is the national governing body for amateur competitive swimming. It sets rules for competitions, implements policies, conducts national championship meets and selects athletes to represent the United States in international competitions. USA Swimming requires coaches and officials to be certified according to its standards. USA Swimming is divided into Local Swimming Committees (LSCs) which administer USA Swimming activities in smaller geographical areas. Our LSC is "North Carolina Swimming," or NCS. All WBST swimmers are automatically registered as USA Swimming members and are eligible to swim in USA Swimming meets for which they have the qualifying times. New swimmers must complete a USA Swimming registration form and attach a copy of their birth certificate or passport.

USA Swimming age groups are divided as follows: 10 & Under, 11/12, 13/14, 15/16, 17/18. USA Swimming meets will often combine the last two into a 15-18 age group. Sometimes, 13 & Older swimmers are combined into a "senior" age group. In "open" events or meets, swimmers of any age may swim. For meets, swimmers compete in the age group that their age places them as of the first day of the meet.

Time Standards

USA Swimming establishes national motivational standards by which its meets are classified (BB, B, A, AA, etc.). These standards are based on a national average of performances with the goal of allowing swimmers to be grouped in competition with swimmers of the same general skill level.

Behavior

Swim meets are an opportunity to display not only athletic ability but also team pride and sportsmanship. Parents and swimmers should always be mindful that they are representing the WBST and should act accordingly. WBST swimmers are encouraged to cheer for their teammates and to stay until the end of the meet if possible. If a swimmer, at any level, must leave before the end of a meet, he or she should notify one of the coaches before the start of the meet.

Coaching

Swimmers should talk to their coaches before and after each swim. Coaches give final reminders and encouragement before the event, and they offer praise and a constructive review afterward.

Swim Coaches coach swimming. Parents coach life. Parents PLEASE do not swim coach your swimmers. It is confusing and disruptive to the work that the coaches and swimmers are doing.

Before The Meet

When a meet is coming up, we will send out an email with information regarding the date of the meet, and the deadline date for sign-ups. Some meets are Friday, Saturday, and Sunday. Please make payments for meet fees to our Treasurer. Late sign-ups will not be accepted due to swim meet entry deadlines. Long-course (50 meter length) schedule is usually May-August, and the Short-course (25 yard length) schedule is usually September-April. About a week before a meet, Coach will email meet entries report, which lists the events your child is swimming at the upcoming meet.

Write on your swimmer's hand/arm/leg with a Sharpie pen the swimmer's events, heats and lanes for the day. For example:

	E	H	L
50 Free	21	4	5
100 Fly	32	2	6

This should be done before they get wet for warm-ups. Heat sheets are sold at the meets (about \$5 - \$10) which gives you the event, lane and heat information. A highlighter is helpful to use on the heat sheet.

Come to the meet with your suit on. **BE ON TIME** for warm-ups.

Call someone on the team if you are sick and cannot attend. Bring extra goggles, extra caps and pack an extra suit in case of equipment malfunction. Someone on the team or at the meet usually has equipment to sell, but not always. Come to the meet prepared to swim your best, be well-rested and properly fed.

At the Meet

Arrive 10-15 minutes prior to warm up time. Let coaches know when you arrive. Find your team, and prepare for warm-ups. Swimmers are to sit together in the pool area until their next event. Parents are usually in the bleachers. **IT IS THE SWIMMER'S RESPONSIBILITY TO KNOW WHEN THEY SWIM.**

What to Bring to the Meet

Swimmers should pack a sweatshirt to wear in between events. Bring 2-3 towels. They get wet and very cold. Pack some healthy snacks such as fruit, bagels and crackers. **NO CHOCOLATE OR SALTY SNACKS.** Also bring something to drink such as Gatorade, water, or fruit juice. **NO SODA OR GLASS CONTAINERS**

Parents: Wear cool clothes. The pool gets very hot for the spectators. Pack a lunch if it is an all-day meet. Enjoy watching your child and please be positive and supportive.

Ribbons and Awards

At a meet, swimmers try to beat their best times in their events. Their best time is in the heat sheets. Awards for meets are usually given out to the top 8 swimmers per event (not heat). The team hosting the meet gives these awards. Swimmers usually receive these awards from our coaching staff at the next practice following the meet.

Annual Awards Recognition

To receive an annual team award, the member must have paid monthly dues.

A **Certificate of Participation** will be awarded to those team members who have been active members for less than one year.

Trophies will be awarded to those team members who have been active members for 1 or more years.

Plaques will be awarded to those team members who have been active members for 6 or more years.

Trophies will be awarded to the most improved male and female in each level group.

The Patricia Greene Thompson Commitment Award: In 2008, a perpetual award was set up to honor Patricia Greene Thompson. Pat died September 24, 2007 after a courageous fight with leukemia. She helped form the Barracudas in 1986 and served in many team leadership capacities for over 20 years. This award is given annually to the swimmer who shows commitment and a genuine love of the sport of competitive swimming while supporting the Wilson Barracudas Swim Team.

Team Events

A **Banquet** is held each year to acknowledge all swimmers and their accomplishments throughout the year. It is a night of food, music and fun. More information will be provided prior to the event.

Team Pictures are taken once per year, usually in the Fall.

An **Annual Social** is held in September to welcome any new members to our team and to kick off the new season.

How to be a Winning Parent

(Taken from www.usawimming.org)

By Dr. Alan Goldberg, Competitive Advantage

The following are a list of useful facts, guidelines and strategies to help you be a winning parent. Remember, no one wins unless everyone wins. We need you on the team!

1. **HELP YOUR CHILD UNDERSTAND THE RIGHT WAY TO VIEW COMPETITION.** When defined the RIGHT way, competition in youth sports is both good and healthy and teaches children a variety of important life skills. Your child should NEVER be taught to view his opponent as the "bad guy", or the enemy. Root for great performances, NOT just for the winner!
2. **ENCOURAGE YOUR CHILD TO COMPETE AGAINST HIMSELF.** The ultimate goal of the sport experience is to challenge oneself and continually improve.
3. **DO NOT DEFINE SUCCESS AND FAILURE IN TERMS OF WINNING AND LOSING.** Help your child make the important separation between success and failure and winning and losing. Remember, if you define success and failure in terms of winning and losing, you're playing a losing game with your child!
4. **BE SUPPORTIVE, DO NOT COACH!** You need to be your child's best fan. **UNCONDITIONALLY!!!** Leave the coaching and instruction to the coach.
5. **HELP MAKE THE SPORT FUN FOR YOUR CHILD.** It's a time proven principle of peak performance that the more fun an athlete is having, the more he will learn and the better he will perform.
6. **WHOSE GOAL IS IT?** Why is your child participating in the sport? Is she doing it because she wants to, for herself, or because of you? If they have their own reasons and own goals for participating, they will be FAR more motivated to excel and therefore far more successful.
7. **YOUR CHILD IS NOT HIS PERFORMANCE. LOVE HIM UNCONDITIONALLY.** Do NOT equate your child's self-worth and lovability with his performance. The MOST tragic and damaging mistake I see parents continually make is punishing a child for a bad performance by withdrawing emotionally from him.
8. **REMEMBER THE IMPORTANCE OF SELF-ESTEEM IN ALL OF YOUR INTERACTIONS WITH YOUR CHILD-ATHLETE.** When your child is in an athletic environment that boosts his self-esteem, he will learn faster and perform better. Make your child feel good about himself and you've given him a gift that lasts a lifetime.

9. **GIVE YOUR CHILD THE GIFT OF FAILURE.** If you really want your child to be as happy and as successful as possible in everything that he does, teach him how to fail! Teach your child how to view setbacks, mistakes and risk-taking positively and you'll have given him the key to a lifetime of success. Failure is the PERFECT stepping stone to success.

10. **CHALLENGE-DON'T THREATEN.** Many parents directly or indirectly use guilt and threats as a way to "motivate" their child to perform better. A challenge does not entail loss or negative consequences should the athlete fail. Further, implicit in a challenge is the empowering belief, "I think that you can do it".

11. **STRESS PROCESS (skill acquisition, mastery and having fun), NOT OUTCOME.** Supportive parents de-emphasize winning and instead stress learning the skills and playing the game.

12. **AVOID COMPARISONS AND RESPECT DEVELOPMENTAL DIFFERENCES.** Supportive parents do not use other athletes that their child competes against to compare and thus evaluate their child's progress. For your child to do his very best he needs to learn to stay within himself. Worrying about how another athlete is doing interferes with him doing this.

13. **TEACH YOUR CHILD TO HAVE A PERSPECTIVE ON THE SPORTS EXPERIENCE.** Parents need to help their children develop realistic expectations about themselves, their abilities and how they played, without robbing the child of his dreams. Swimming a lifetime best time and coming in dead last is a cause for celebration, not depression. Similarly, losing the conference championships does not mean that the sun will not rise tomorrow.

The Wilson Barracudas Swim Team provides many benefits to young athletes including self-discipline, good sportsmanship, and time management skills. Competition allows the swimmer to experience success and to learn how to treat success and failure as two sides of the same coin, 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. Show your interest by ensuring your child's attendance at practices, by coming to swim meets and volunteering with club activities.

WBST

ACTION PLAN TO ADDRESS BULLYING:

USA Swimming clubs are required to have an action plan to address bullying and the plan must be reviewed with and agreed to by all athletes, parents, coaches, and other adults at the club.

Action Plan of the Wilson Barracuda Swim Team to Address Bullying

PURPOSE: Bullying of any kind is unacceptable at Wilson Barracuda Swim Team and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Team 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 Team's Bullying Policy and Action Plan:

1. To make it clear that the Team 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 Wilson Barracuda Swim team takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct 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 Team Coach, Board Member, or other designated individual; Write a letter or email to the Team 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 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 team or it is reported to be occurring at our team, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED

1. First, we get the facts.
 - a. Keep all the involved children separate.

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

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

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

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

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

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

4. Address bullying behavior

a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.

b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.

c. Work with the child to understand some of the reasons he or she bullied. For example:

i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.

ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.

d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others.

For example, the child can:

i. Write a letter apologizing to the athlete who was bullied.

ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.

iii. Clean up, repair, or pay for any property they damaged.

e. Avoid strategies that don't work or have negative consequences:

i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.

ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.

f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For

example, praise acts of kindness or talk about what it means to be a good teammate.

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

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

RECOMMENDED PRACTICES FOR GENDER DIVERSE MINOR ATHLETES

DEFINITIONS (taken from transequality.org)

Transgender: a broad term that can be used to describe people whose gender identity is different from the gender they were thought to be when they were born. Gender identity: a person's internal knowledge of their gender. Gender expression: how a person presents their gender on the outside, often through behavior, clothing, hairstyle, voice or body characteristic Sex: The classification of a person as male or female based on what our bodies look like at birth. Gender Diverse: equitable or fair representation between genders, most commonly the ratio of men and women and may also include non-binary gender categories.

RECOMMENDED POLICY FOR PARTICIPATION

A minor transgender athlete member of a swim club should be allowed to participate in accordance with his/her/their gender identity, irrespective of the sex listed on the athlete's birth certificate or other records and regardless of whether the athlete has undergone any medical procedure. This means an athlete who is biologically female but identifies as a boy/man should be allowed to participate in men's events and an athlete who is biologically male but identifies as a girl/woman should be allowed to participate in women's events.

RECOMMENDED PRACTICES FOR CLUBS AND MEETS

When a current minor member athlete transitions and wishes to compete in his/her/their gender identity, the athlete or his/her/their designee should request a change of the athlete's gender in SWIMS by contacting Diversity & Inclusion staff at USA Swimming at

inclusion@usaswimming.org. Once this process is completed, the athlete will be able to be entered and compete in events that match his/her/their gender identity.

APPENDIX D PHOTOGRAPHY POLICIES

PURPOSE

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

POLICIES

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“publication”) should only be done with parents’ consent per the attached form.

2. A parent or guardian has a right of refusal to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow. In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention. All photographs must observe generally accepted standards of decency in particular: Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context. Action shots should not be taken or retained where the photograph reveals a torn or displaced swim suit. Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool. Photographs should not be taken in locker-rooms or bathrooms.

Photography Consent Form

Wilson Barracuda Swim Team may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs. Parents have a right to refuse agreement to their child being photographed. As the parent/caregiver of _____ I allow the following (circle your consent):

Take photographs to use on the club's secure website

Consent given Consent refused

Take photographs to include with newspaper articles

Consent given Consent refused

Take photographs to use on club notice boards

Consent given Consent refused

Video for training purposes only

Consent given Consent refused

Signed:

Dated:

Please return this form to: Wilson Barracuda Swim Team Secretary

Best Practice Guidelines

The following Best Practice Guidelines are strongly recommended for all USA Swimming members.

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
4. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
5. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
6. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
7. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.
8. Coaches should avoid having athletes as their favorites. They should also avoid creating a situation that could be perceived as them having favorites.
9. Gift-giving, providing special favors or showing favoritism to individual athletes is strongly discouraged.