



TEAM HANDBOOK



Swimmer Contract Code of Conduct and Team Rules

1. Swimmers must show courtesy and respect to their teammates and coaches at all times. Swimmers are expected to exhibit good sportsmanship at practice and meets.
2. Swimmers should be on time for dryland, practice and meet warm-ups. Remember to bring extra goggles.
3. Always respect your teammate's feelings and personal space.
4. No dunking, kicking, foul language, hanging on lane lines, splashing, spitting, hitting, or any other behavior deemed as horseplay is allowed in a practice session or meet.
4. Changing clothes on deck is forbidden.
5. Proper swimming attire is required at practices, and swim meets. For dryland session swimmers should wear means proper athletic gear and running shoes. While swimming, males are not allowed to wear board shorts or cutoffs. Proper swim attire is a speedo type brief or jammer. For females, a one-piece training or racing suit is required, no two-piece suits.
6. Swimmers shall not ever confront an official at a meet about a disqualification. This is the coach's responsibility.
7. Destruction of locker rooms and theft of property will not be tolerated. Any damages incurred will be the responsibility of the swimmer and family.
8. Swimmers are not allowed to take photos in the locker room or showering areas.
9. Swimmers with contagious viruses and open wounds must tell the coach before entering the water.
10. A swimmer who is injured at practice or a meet must report to the coach immediately.
11. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from the team's image or be detrimental to its performance objectives.
12. Each team member is reminded that when competing in meets and attending other meet- related functions, you are representing both yourself and the *BLAST* Sharks program. Your behavior must positively reflect the high standards of the club.



Rules for Each Facility

While at the **Marlborough** facility:

1. The faculty lounge is off-limits to anyone but Marlborough faculty.
2. No parents are allowed on deck at any time during practice and will not "speak into" practice. The coaches need to concentrate on their swimmers and the practice and tasks at hand and in the moment.
3. When dropping off and picking up swimmers, parents or drivers will "drop off" at the front of the school, not the 3rd street parking lot between Arden and Rossmore.
4. Please limit your time at the Marlborough facility to only drop off and picking up of your swimmers.
Meet

While at the **Verdugo Pool Recreation Center**:

1. Swim bags and belongings need to be placed in the designated area.
2. There is no pick-up or drop off on the red zone in the parking lot.
3. All members should go through the front door and not use the side door.

Penalties for Non-Compliance of Swimmer Contract

- 1st infraction: Banned from coming into the school facility
- 2nd infraction: The swimmer and family will be asked to leave the team.
- 3rd infraction: Departure from the team.



Parent Code of Conduct

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

As a Parent of *BLAST*, I will abide by the following code of conduct:

1. Practice teamwork with all parents, swimmers, and coaches by supporting the values of Sportsmanship, Team Spirit, and Hard Work.
2. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials, and coaches at meets and practices.
3. I will not speak harshly or directly to a child who is not my own. I will get in touch with a coach if I have an issue with another parent's child. The coach will approach the child's parents if necessary.
4. Refrain from inappropriate behavior that detracts from a positive image of the team or is detrimental to team performance.
5. Maintain self-control at all times and know my role. Swimmers – swim, Coaches - coach, Officials – officiate, and Parents –parent.
6. Assist the coaches in conducting effective practices by ensuring swimmers arrive and leave on time and bring the proper equipment.
7. I will not coach or instruct my child, any swimmer, and the team at practice or swim meets (from the stands or any other area) or interfere with coaches on the pool deck. Any communication with the coaching staff or swimmers will occur either prior to the start of a session or after the conclusion of training or meets.
8. Arrive at meets in time for volunteer or swimmer check-in, stretching, and warm-ups. Expect to time and volunteer for all participating swim meets and events.
9. During competitions, questions or concerns regarding decisions made by meet officials are directed only to the *BLAST* coaching staff.
10. Enjoy involvement with *BLAST* by supporting the swimmers, coaches, and other parents with positive communications and actions.
11. I understand that criticizing, name-calling, and abusive language or gestures directed toward the coaches, officials, supporters, and/or any participating swimmer will not be tolerated.
12. Trust and support my swimmer's and coach's decisions around goal-setting, training commitments, swim events, and meet schedules. I will not impose my own ambitions on my child(ren).
13. Pay all fees on time.
14. *BLAST* reserves the right to terminate the membership of any member whose actions are considered detrimental to *BLAST*'s welfare as outlined in the team policies. Upon withdrawing from *BLAST*, I agree that our account will be paid in full prior to my swimmer's departure from the team.



Timing

What: Timing is part of the sport of swimming. It's fun and engaging talk with other parents while supporting your team. Being a part of your swimmer's world means so much to them. It's also a great way to watch the events because it's exciting when you're participating and you have the best seats at the facility. All swim families (parents, family member and/or swimmer) must time at meets. Generally, there is one timer with a stopwatch, a timer with a check-in sheet for filling in the time achieved, and two or three pickles, which just record the finish of the event. When we have a timing assignment for a swim meet, we often share the assignment with other teams. Timers agree amongst the other timers who will take on which role, but all timers must pickle at the finish. There is always a veteran willing to offer help for any newcomers to the assignment. Administrations is happy to help as well. When there are issues with the stopwatch, there are extras started on the sides, so a timer raises their hand or runs to get a new stopwatch from the head timers on the ends if there is a problem with your stopwatch.

When: *BLAST* pre-assigns the timing assignments a day or two prior to the meet. These go out as soon as we have received our information from the host; and so, it's out of our control how early we can get these out. Every family is responsible for timing at every meet. Check your email regularly. Double-check your assignment at the meet, because sometimes changes are made due to illness of a swimmer, and a timer not attending. Families are expected to time once per child per swimmer per day. The assignment can be for 30 minutes, 45 minutes, or even over an hour, depending on what we are assigned and how many of our swimmers are at the meet on a given day.

Rules for Timing

- Do not drop off your kids at the meet without having made arrangements for your timing shift.
- There is a \$50 fine for missing a timing assignment unless you confirmed an alternate timer that took your assignment.
- There is a 48-hour notification of meet cancellation policy, or \$50 is the collectible fine, per day.
- There is no fine if you were not given an assignment at a meet, and so you ended up not having to time.
- Alternates need to be present for the timing slot they are assigned and need to stay 15 minutes to ensure that everyone is present before leaving. If you are an alternate and do not verify that the spot is filled, you will be fined \$25, per day.
- Communicate with other parents if you do not want to miss your swimmer's event. Someone will be willing to cover you during your event, as you will offer the same courtesy to other timers during their timing spots.
- If you are not given an assignment, you may be asked to fill a needed spot, due to another timer's absence.



- Alternate timers with specific times, but show at lane and ask the *BLAST* timer if they need relief. If they are told no, then they are free to roam. However, they can still be called upon later if they did not time. If they left the meet, they will not be fined.
- Timers must wait for their relief timer to come in order to leave, regardless of over-timing. It's suggested to note who your replacement is on the Timing Roster posted at the tents, so you know who did not come to relieve you, and then notify a Coach, *BLAST* Administration, Timing Manager or Site Parent. A phone # is usually posted on the Timing Sheet, as well, so that you can text or call to get relief when no one has relieved you.
- Timing is essential because we can be disqualified as a team if we don't have a timer for a lane assignment.
- Even should your assignment end up being past the time your swimmer has finished their events for the day, you are still responsible for your timing spot unless you have confirmed an alternate timer for your spot. Once confirmed, please notify a manager and/or change the name on the posting.



USA Swimming Safe Sport Policies & Rules Adapted by *BLAST* Sharks Harassment Policies

Please take the time to read our Mission Statement. This is the backbone of our coaching philosophy, our racing success and team satisfaction, our motivation to wake up early and our relationships with each other.

BLAST is a highly competitive swim team with a family-like atmosphere. Our coaches believe swimmers who are trained with cutting edge technique, personal attention, in a safe and caring way, become athletes who are equipped to compete at the highest level. These disciplined, honest swimmers are able to take these skills into their personal lives and make a positive impact in our society and world.

Respect all swimmers, families, coaches, staff, volunteers, friends and competitors. The primary philosophy of *BLAST* Sharks is respect for everyone, by everyone. It is our goal to provide a safe swimming environment that is free of hostility, intimidation, or harassment of any kind.

In keeping with these primary goals, the *BLAST* Sharks Staff has developed a policy against harassment of any kind.

Policy:

BLAST Sharks strictly prohibits, and will not tolerate, harassment of any kind, from any employee, parent, athlete, official or agent toward any other employee, parent, athlete, official or agent from this or any other team. This policy prohibits harassment in any form, including teasing, sexual harassment. Any Swimmer or Parent who is determined to have engaged in harassing conduct is subject to discipline, up to and including revocation of his or her membership with *BLAST* Sharks. Any Employee, Athlete or Coach who is determined to have engaged in harassing conduct is subject to discipline, up to and including immediate termination. All reports of misconduct will immediately be turned over to USA Swimming & proper authorities. In addition, *BLAST* Sharks will thoroughly investigate any reports of harassment/ misconduct in a timely manner.

Procedure:

1) Any swimmer who believes that he or she is being harassed should immediately report the offensive conduct to his or her coach, USA Swimming, his or her parents & proper authorities.

2) Any coach or other employees who feels that he or she is being harassed should immediately report the offensive conduct either to his or her immediate superior or USA Swimming & proper authorities.

3) Within 24 hours of receiving a report of harassment, *BLAST* Sharks will immediately contact proper authorities, will contact USA Swimming and in addition we will begin our own investigation of the claim.

4) If the reported harassment involves conduct by a swimmer against another swimmer, the parents or guardians of both shall be informed, as quickly as possible, but no more than 48 hours after the coach or owner are made aware of the offensive conduct. If possible, and within the coach's discretion, the swimmers shall be separated by practice location until the investigation of the alleged conduct is complete.



5) If the immediate safety of any athlete, coach, employee, official or agent is in question, the accused will be temporarily suspended from all team functions, including but not limited to practices, meets, meetings, etc. As required by Federal, California and/or Local Laws, *BLAST* Sharks may report instances of harassment to Law Enforcement Agencies for further investigation and possible prosecution. By signing this form, I acknowledge that I have read and understood *BLAST* Sharks Harassment policies.

Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete's legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with the said adult athlete.

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



Billing

- A late charge of \$20 will be assessed if payment is not received by the 5th each month.
- Return Check Fee is \$30. • Declined Credit Card transaction fee is \$20 per each declined transaction.
- If the dues of a swimmer are still outstanding on the 30th of the billing month, the swimmer will not be allowed to participate in workouts. If there is a reason you cannot pay your dues, please feel free to email the Head Coach or Team President.
- A swimmer who decides to leave the *BLAST* Swim Team for any reason for a full month or more may take leave but must inform the Head Coach via email and pay a maintenance fee of \$75 per month which will hold his/her spot on the swim team.
- A swimmer may not take more than 2 months off in a 12-month period.
- He/she must return the following month (not more than two months) or will forfeit his/her place on the team.
- A member who fails to pay the maintenance fee will forfeit his/her yearly membership.
- If a swimmer decides to return after a long hiatus, the swimmer will be required to try out in order to rejoin the team.
- A swimmer must notify the Head Coach, in writing if he/she is permanently leaving the team and his/her account must be paid in full. *BLAST* Swim Team depends on revenue from dues to pay for high-level coaches, insurance, pool rental, equipment, etc.

BLAST Swim Team does not negotiate dues or fees. **Swimmers who choose not to attend workouts for a portion of the month are not entitled to a pro-rated fee.

NO CREDIT OR REFUND IS GIVEN DURING THE POOL CLOSURE FOR ANNUAL MAINTENANCE.
ALL UNFORESEEN POOL CLOSURES ARE NOT ENTITLED TO CREDIT UNLESS UNDER
CATASTROPHIC CIRCUMSTANCES.

Meet Entries: There is a service fee for doing meet entries. Individual entries are \$1.00 per event and a \$3.00 surcharge for athletes.