

Swim With Gills

Club Handbook



Table of Contents

Program Overview	5
Club Administration	5
The SWG Standard	6
Core Values	6
Favorite Quotes	6
Mission Statement	6
Vision Statement	6
Governance	7
Florida Gold Coast Swimming	7
The Southern Zone	8
USA Swimming	8
World Aquatics	9-10
Club Structure	11
Training Groups	11-12
Time Management Guidelines	13
Supplementary Training/Coaching Guidelines	13
Training Schedule Guidelines	14
Dryland Strength & Conditioning	15
Open Water Training	15
2023-24 Training Schedule	16
Training Facility Guidelines	17-18
Meet Schedule Guidelines	19
Championship Meet Guidelines	20

Swim With Gills Club Handbook

Parent Volunteer Policy	21
Parent Meetings	21
Fundraising Events	21
Social Events	21
Timing at Swim Meets	21-22
USA Swimming Officiating	22
Registration & Fees	23
Club Registration	23
Seasonal Outline 2023-25	24
Club Membership Fee Structure	25-27
Communication	28
Swim With Gills Website	28
TeamUnify Website	28
YouTube Channel	28
SWG Training/Racing Suit Policy	29
Walk-In Swim Shop	29
FINIS Online Storefront	29
Technical Racing Suits	30
SWG Athlete Code of Conduct	31
SWG Parent Code of Conduct	32
SWG Coach Code of Conduct	33
USA Swimming Code of Conduct (Appendix A)	34-35
Safe Sport Best Practices (Appendix B)	36
Overview	36
SafeSport Best Practices	36

Minor Athlete Abuse Prevention Policy (Appendix C)	37
This Policy Applies To:	37
General Requirement	37
Definitions	37-39
Exceptions	39
One-On-One Interactions	39
Meetings and Individual Training Sessions	40
Electronic Communications	41-42
In-Program Travel and Lodging	42-43
Locker Rooms and Changing Areas	43-44
Massages, Rubdowns and Athletic Training Modalities	45
Action Plan to Address Bullying (Appendix D)	46-49
Grievance Procedure (Appendix E)	50-52
United States Anti-Doping Agency (Appendix F)	52
Swim With Gills Swim School (Appendix G)	53-55

Program Overview

Swim With Gills (SWG) is a year-round competitive swim club based in Palm Beach Gardens, Florida. The club is sanctioned by USA Swimming & Florida Gold Coast Swimming. Our primary training facility is LA|FITNESS, located at 7070 Fairway Drive, just off of PGA Boulevard & the Florida Turnpike. We also schedule workouts at other local facilities.

Training groups and schedules are organized each season by age and skill level. Attendance is closely monitored. Swim meet competitions generally take place on weekends throughout Palm Beach and the surrounding counties. However, travel meets requiring overnight lodging are also scheduled. In accordance with USA Swimming & Florida Gold Coast Swimming, Short-course yards (SCY) season runs during the months of August-March. Long-course meters (LCM) season runs during the months of April-July. Attendance at all meets is expected, as racing is a key element in overall development. Practice and meet schedules are provided at the outset of each season and are posted on our team website.

SWG membership is fun & exciting. It is essential that members are well-informed and remain in good communication with the SWG coaching staff. This club handbook serves as an introduction and guide for new members, and as a continuing reference for current parents and swimmers. All are responsible for understanding its contents. The SWG administration & coaching staff are here for you. Meetings can be arranged via email. We look forward to partnering with your family. Thank you in advance for your cooperation. Welcome to SWG!

Club Administration

Swim With Gills swim school is an Authorized Provider for the American Red Cross created in 2010 as an LLC registered in the State of Florida and currently operates as an S-Corp. In 2023 the company profile was expanded to include **SWG**, a competitive swim club operated by;

Coach Owner & Safe Sport Coordinator - Christina Theiss

- Christina@swimwithgills.com

Head Coach & Director of Competitive Swimming - Matt Pohlman

- Coachmatt@swimwithgills.com

Associate Head Coach & Director of Health & Wellness - Chris Dwire

- Coachchris@swimwithgills.com

The SWG Standard

Core Values

SWG serves student-athletes who love to swim and are passionate about the pursuit of excellence. We are an elite 'boutique style' program. Our coaches focus on teaching advanced techniques, implementing race-specific training and fostering a team-centered culture. We are a process-oriented club that believes positive outcomes are a byproduct of enjoying an ongoing commitment to learning, adapting and improving. We take pride in Unity of Purpose, Equality of Opportunity and Exclusivity of Service. SWG coaching methods are consistent with the USA Swimming [American Developmental Model](#).

Favorite Quotes

- "My goal every time I go to the pool is to swim better than I ever have in my life."
- *Total Immersion* Founder, Terry Laughlin
- "Discipline is not the enemy of enthusiasm."
- Principal Joe Clark, from *Lean on Me*
- "Sacrifice for what you want or what you want will be sacrificed."
- *Unknown*

Mission Statement

Shaping the mind, body and spirit into a streamlined vessel.

To this end we train our swimmers to be aquatic, athletic and ambitious.

Vision Statement

To be the premier swim club in Florida.

To this end we provide a fun, safe and challenging atmosphere for student-athletes to grow and thrive.

Governance



[Florida Gold Coast Swimming Website](#)

Florida Gold Coast Swimming is the Local Swimming Committee (LSC) which governs USA Swimming's teams and competitive swimming events in our designated geographic area. There are a total of 59 semi-autonomous LSCs in USA Swimming. Florida Gold Coast Swimming, Inc. may be referred to as Florida Gold Coast, Gold Coast, FGC Swimming, FGC, or the official two letter abbreviation FG. There are three internal documents which govern Florida Gold Coast Swimming:

- The Florida Gold Coast [By-laws](#) are our corporate governance documents. The content and structure of this document is largely determined by USA Swimming Rules and Regulations. Modifications to this document may only be made by action of the Florida Gold Coast House of Delegates.
- The Florida Gold Coast [Policies and Procedures Manual](#) is a document which seeks to define the day-to-day operation and governance of the LSC. Changes to this document may be made by the FGC Board of Directors. Changes to this document will be posted on www.fgcswim.org and emailed to each team.
- The Florida Gold Coast standing [Rules and Regulations](#) are specific rules and procedures that govern the conduct of FGC competitive swim meets. Changes to this document may be made by the FGC Board of Directors. Changes to this document will be posted on the FGC website and emailed to each team.

Mission: Florida Gold Coast Swimming promotes the growth and development of a diverse swimming community through education, innovation, and by supporting a safe environment and a commitment to excellence.

Vision: To create an environment which develops excellence and life fitness through competitive swimming in the Florida Gold Coast.



[Southern Zone Website](#)

USA Swimming has divided the country into four (4) zones: Southern, Eastern, Central and Western. The Southern Zone is comprised of 15 separate local swim committees (LSCs) located in the southern quadrant of the United States. [Click here](#) for a map of the various Zones and the LSCs within each Zone.

Mission: To develop athletes, coaches and officials who exemplify the highest levels of sportsmanship, honesty and dedication in the pursuit of excellence.

Vision: To be leaders within USA Swimming.



[USA Swimming Website](#)

USA Swimming is the National Governing Body for the sport of swimming in the United States. Our membership is comprised of swimmers of every age and ability, all the way up to the Olympic Team, as well as coaches, officials and volunteers. USA Swimming is responsible for selecting and training teams for international competition, including the Olympic Games, and administering competitive swimming in accordance with the Ted Stevens Olympic & Amateur Sports Act.

[USA Swimming Rules & Regulations](#)

Mission: We promote the culture of swimming by creating safe and healthy opportunities for athletes and coaches of all backgrounds to participate and advance in the sport through clubs, events and education.

Vision: To inspire and enable our members to achieve excellence in the sport of swimming and in life.



[World Aquatics Website](#)

World Aquatics, formerly known as the Fédération Internationale de Natation (FINA), is the sole and exclusive world governing body for all Aquatics. Since June 2021, under the presidency of Captain Husain Al Musallam, World Aquatics comprises 209 National Member Federations in the five continents.

For the good of Aquatics and all Athletes, World Aquatics shall ensure that all Aquatics are governed, organized, developed and managed in accordance with the principles of democracy, right to equality, and no discrimination between any race, skin colour, gender, religion, sexual orientation, language, political or other opinion, national or social origin, property, birth, disability or any other reason, neutrality, transparency, accountability, fairplay, inclusion, sportsmanship and clean sport.

World Aquatics new Vision is: "A world united by water, for health, life and sport" and

Mission is: "To ensure the ability to participate, compete in and benefit from aquatic sports".

HISTORY

1908 - The "Fédération Internationale de Natation" (FINA) was founded in London July 19, 1908 during the Olympic Games in London (GBR). Eight national federations were responsible for the formation of FINA: Belgium, Denmark, Finland, France, Germany, Great Britain, Hungary and Sweden.

1912 - Women contest for the first time Aquatic events at the Stockholm (SWE) Olympic Games.

1922 - Johnny Weissmuller (USA) becomes the first man to swim the 100m free inside the minute (58.6).

1926 - Gertrude Ederle (USA) is the first woman to swim the English Channel, in a time two hours faster than the previous man's record for this crossing.

1948 - Water Polo goes global at the London Olympics, with the participation of 18 teams from the five continents.

1956 - Butterfly swimming events make their entry at the Melbourne (AUS) Olympic Games.

1957 - World Records are only valid in metric measurements.

1964 - Dawn Fraser (AUS) completes her unprecedented "hat-trick" at the Tokyo Games: third consecutive Olympic victory in the 100m free.

1968 - Electronic timing makes its appearance at the Mexico City Olympics.

1972 - Mark Spitz (USA) is the first athlete ever to win seven gold medals (in Swimming) at one edition of the Olympics - in Munich (GER). All his victories were accompanied by World Records!

1973 - First FINA World Championships in Belgrade (YUG). Swimming, Water Polo, Diving and Synchronised Swimming are represented (Open Water Swimming is added to the programme in 1991)

1980 - Vladimir Salnikov (URS) is the first swimmer to break the 15-minute limit in the 1500m free: he clocks 14:58.27 for his Olympic title in Moscow.

1984 - Entry of Synchronised Swimming in the Olympic programme for the Los Angeles Games.

1986 - Opening of the first FINA permanent office in Lausanne (SUI).

1988 - Greg Louganis (USA) calls it a day after his fifth Olympic medal in a superb Diving career. He was also five times on a FINA World Championships' podium.

1991 - Recognition of World Records in 25m-pools.

1992 - Barcelona (ESP) is the last Olympics of a great Swimming champion: Matt Biondi (USA) - 11 medals at the Games, and also 11 awards at FINA World Championships.

1993 - First edition of the FINA World Swimming Championships (25m) in Palma de Mallorca (ESP).

1996 - By many considered the best Water Polo player in history, Manuel Estiarte (ESP) wins gold at the Atlanta Games. He was present at six Olympics (1980-2000)!

2000 - Women's Water Polo and Synchronised Diving enter the Olympic programme in Sydney (AUS).

2004 - Alexander Popov (RUS) leaves the pools following a successful career that includes nine Olympic medals and 11 awards at FINA World Championships.

2005 - The IOC confirms the inclusion of Marathon Swimming (10km) in the Olympic programme, from the 2008 Games in Beijing (CHN).

2008 - Michael Phelps (USA) surpasses Mark Spitz and becomes the only athlete in history to win eight gold medals at one edition of the Games, in Beijing (CHN). Four years later, at the conclusion of the London Games, he announces the end of his swimming career, with a total of 22 Olympic awards, including 18 gold - the best ever in Olympic history!

2010 - FINA organises the first edition of the FINA World Aquatics Convention in Punta del Este (URU).

2011 - Guo Jingjing (CHN) closes her brilliant Diving career, after six Olympic and 11 World medals. She remains the best female diver in history!

2012 - After the second edition in 2012 in Moscow (RUS), as a stand-alone event, the Convention is organised, from 2014 onwards, in conjunction with the FINA World Swimming Championships (25m).

2013 - High Diving is included for the first time in the programme of the FINA World Championships - in Barcelona (ESP).

2014 - Doha (QAT) receives the 12th edition of the FINA World Swimming Championships (25m), in a great Aquatic Festival, comprising also the FINA World Aquatics Convention, the FINA Swimming Coaches Golden Clinic, a FINA Extraordinary Congress, a "Soirée des Etolies" gala to honour the best athletes of the year, and a Swimming Youth Programme.

2015 - From July 24 to August 16, Kazan (RUS) staged for the first time in FINA's history, the FINA World Championships, immediately followed by the FINA World Masters Championships. At the elite competition, mixed events were held for the first time in Swimming, Diving and Synchronised Swimming.

2018 - FINA turned 110 years inaugurating new headquarters in Lausanne (SUI)

2021 - Captain Husain Al Musallam is elected FINA President in Doha during the FINA General Congress 2021.

2022 - During the Extraordinary General Congress held in Melbourne, Australia, on the 12th December 2022, the Congress approves a new Constitution and vote the new name World Aquatics.

Club Structure

Training Groups

SWG members are placed in developmentally-appropriate training groups at the beginning of each season. Certain swimmers may be placed in the next training group if they are going to 'age-up' during the season. The following training groups have been created for 2023-24. Over time, our plan is to expand the scope of our program to meet the demands of club growth.

Primary - (Ages 8/Under)

SWG Primary swimmers are self-directed and encouraged to display strong attentive and cooperative skills. An excitement to attend practice and meets in order to have fun with their coaches and teammates is continually present.

- Primary swimmers attend a minimum of 2 practices per week & all meets.

Objectives for shaping Primary swimmers into a streamlined vessel include;

- Mind- Learn General Rules & Etiquette
- Body- Develop Basic Aquatic & Athletic Skills
- Spirit- Have Fun & Fall in Love with Swimming

Age Group 1 - (Ages 9-10)

SWG Age Group 1 swimmers are self-disciplined and enthusiastic about advancing in the sport of competitive swimming. An eagerness to learn, take on challenges and be part of the team are an exciting part of life.

- Age Group 1 swimmers attend a minimum of 3 practices per week & all meets.

Objectives for shaping Age Group 1 swimmers into a streamlined vessel include;

- Mind- Learn More Advanced Techniques & Swim Terminology
- Body- Begin Building a Focused Training Regimen
- Spirit- Become an Amazing Teammate

Age Group 2 - (Ages 11-12)

SWG Age Group 2 swimmers are self-driven and motivated to increase proficiency in the sport of competitive swimming. A positive attitude and strong work ethic lead to skill progression and self-confidence.

- Age Group 2 swimmers attend a minimum of 4 practices per week & all meets.

Objectives for shaping Age Group 2 swimmers into a streamlined vessel include;

- Mind- Understand Technical Concepts & Race Strategies
- Body- Develop Physiological Systems
- Spirit- Have Vision & Set Goals

Age Group 3 (Ages 13-14)

SWG Age Group 3 swimmers are self-determined and inspired to transition from age group to senior swimming. A mature outlook on growing into a responsible individual and member of a community is gained. As a result, aquatic and athletic prowess jumps to the next level.

- Age Group 3 swimmers attend a minimum of 5 practices per week & all meets.

Objectives for shaping Age Group 3 swimmers into a streamlined vessel include;

- Mind- Appreciate Proper Perspective
- Body- Build an Advanced Aquatic Machine
- Spirit- Accept & Welcome New Opportunities

Senior - (Ages 15/Over)

SWG Senior swimmers are self-dependent and passionate about the sport of competitive swimming. The pursuit of expertise leads to intriguing opportunities. Appreciation of this process is gained and applied to life.

- Senior swimmers attend a minimum of 5 practices per week & all meets.

Objectives for shaping Senior swimmers into a streamlined vessel include;

- Mind- Gain Understanding and Wisdom
- Body- Develop Mastery of Skills & Comfort in Being Uncomfortable
- Spirit- Take Ownership & Be Personally Accountable

Time Management Guidelines

SWG encourages its members to be well-rounded student-athletes.

- To this end we promote a focus on academics and involvement in other athletics and activities of interest.
- In doing so, however, it is imperative that individual time management is structured to make SWG a top priority.
- SWG administration and coaches expect members to maintain the highest academic achievement and extra-curricular activity without compromising The SWG Standard (see page 6) and training schedule guidelines listed on the following page.
- Club membership will be jeopardized if proper time management is not maintained.

Supplementary Training/Coaching Guidelines

The desire for additional training and/or coaching apart from the scheduled training sessions provided by the club is commonplace amongst swimmers & families. Included as such are;

- Parental coaching
- Private lessons with an outside coach
- Weekend stroke or skill development clinics
- Summer camps

If this applies to you, please email the coaches in order to schedule an in-person meeting.

- The SWG administration & coaching staff would like to take the time to address your personal concerns and provide guidance that is helpful to you and your swimmer.
- It is our intention to design a seasonal, cyclical and daily training program that meets your expectations and personal needs.
- We rely on the constant continuing education of our coaches so as to include all the latest techniques and strategies in our progressive training program.
- If your feeling is that extra personal time and training is required for your swimmer, we will provide it at no additional cost.
- SWG coaches provide numerous approved resources for your family to further your understanding and compliment our philosophy of training, stroke mechanics and aquatic skill development.

Ultimately, the SWG administration & coaches aim to enhance the personal confidence of your swimmer every day. Although we believe there are a great number of excellent coaches and resources available to you, we believe teaching methods and training that contrast with our program will lead to confusion and anxiety for your swimmer- especially on meet days. It is instead our plan to avoid this situation and offer a culture of confidence for you and your swimmer.

Training Schedule Guidelines

Establishing a consistent training schedule is paramount to success in competitive swimming. **Every season** is planned by the coaching staff for swimmers to progress through certain training cycles. **Every cycle** is focused on developing certain skills and building certain physiological systems. **Every practice** is designed to be its own mini-swim clinic to enhance continual growth and improvement. **Every length** of the pool is geared toward imprinting proper habits, improving aquatic skills and increasing athletic ability.

- SWG members maintain weekly practice minimums in order to meet these objectives and capitalize on opportunities for success.
- Attendance will be recorded by the coaches and can be monitored by parents on the team website or mobile app.
- Attending (at least) the minimum number of practices during the week of competition, including the day before the meet is required.
- If the expected training schedule is not maintained, swimmers will not be properly prepared to compete. Thus, such swimmers will be withheld from competition.
 - Please reach out via email to set up an in-person meeting to discuss any conflicts with this policy.

SWG swimmers always;

- Arrive on time (20 minutes prior to pool workout) with a positive mindset every day.
 - Late arrivals must be arranged in advance via email & kept to a minimum.
- Pack (2) training suits, caps, & goggles, water bottle, towel & prescribed medications.
- Bring a complete mesh training equipment bag.
- Display a team-first attitude.
- Accept the mission of ‘shaping the mind, body, and spirit into a streamlined vessel’.
 - Including meeting the specific objectives set for each training group.
- Complete warm-up and cool-down stretching & exercises with focus.
- Pay close attention, ask pertinent questions, and understand technical concepts.
- Challenge themselves during training sets.
- Learn something new, and improve every day.
- Encourage teammates.
- Remain until the conclusion of practice.
 - Early departures must be arranged in advance via email, & kept to a minimum.

Dryland Strength & Conditioning

An integral part of SWG swimmers' overall training is dryland strength & conditioning. We offer a progressive program geared to improve the overall athletic ability of each club member. The focus includes the following components of fitness;

- Muscular Strength
- Muscular Endurance
- Cardio-Vascular Endurance
- Flexibility
- Body Composition

Improving in these areas translates into an enhanced sense of balance, coordination, agility, proprioception and spatial awareness. As with the teaching of our swimming skills, we focus on an inside-out approach. Everything starts in the core of the body and flows outward to our appendages.

We start by teaching simple movements and patiently develop mastery of certain body positions and exercises. As our swimmers grow and progress we add more challenging exercises, allowing for steady development. Safety and control is a major focus throughout. SWG includes dryland strength & conditioning training at the outset of every practice session. This is the main reason why it is necessary to arrive 20 minutes before the scheduled pool workout begins.

As well, we dedicate certain Saturday training sessions completely to dryland strength & conditioning. We meet at local parks, fields and facilities when doing so, providing ample planning time for all SWG families.

Open Water Training

Open water training and racing (also included in triathlon) is an entirely different sport and opportunity for SWG swimmers to expand their expertise and prowess. Over time, it is our intention to create an open water competitive squad which will include consistent open water training. In the meantime, our plan is to phase it in incrementally. As with our dryland strength and conditioning program, we will include such training sessions on occasional Saturdays during our inaugural season of 2023-24.

2023-24 Training Schedule

Swimmers arrive in their suits and warm up clothing (20) minutes prior to their scheduled pool workout listed below. This provides time for a team warm up, an overview of the daily swim workout and the opportunity for the coaches to provide news and information.

When at LA Fitness, swimmers report to the Children's Fitness Center (left of the welcome desk) and are met by an SWG coach. The coach will conduct the warm up and escort the team through the gym and locker rooms to the pool.

Pool Workouts

Primary - Ages (8/Under)

Tuesday, Thursday (5:15-6:00pm) .75 hour

Saturday (time and duration varies weekly)

- Required minimum of (2/3) practices per week.

Age Group 1 - Ages (9-10)

Monday-Wednesday-Friday (5:00-6:00pm) 1 hour

Saturday (time and duration varies weekly)

- Required minimum of (3/4) practices per week.

Age Group 2 - Ages (11-12)

Monday-Thursday (6:00-7:15pm) 1.25 hours

Saturday (time and duration varies weekly)

- Required minimum of (4/5) practices per week.

Age Group 3 - Ages (13-14)

Monday-Thursday (7:15-8:30pm), Friday (6:00-7:15) 1.25 hours

Saturday (time and duration varies weekly)

- Required minimum of (5/6) practices per week.

Senior - Ages (15/Over)

Monday, Wednesday, Friday (3:30-5:00pm) 1.5 hours

Tuesday, Thursday (3:30-5:15pm) 1.75 hours

Saturday (time and duration varies weekly)

- Required minimum of (5/6) practices per week.

Training Facility Guidelines

LA | FITNESS

The LA Fitness Aquatic Training Center provides many advantages for SWG and our philosophy of being a 'boutique style' club.

- The location is easily accessible from all directions.
- Training in an indoor pool allows us to avoid practice cancellations.
 - The cooler weather in the winter will not affect us.
 - The stormy weather in the summer will not affect us.
- Although we are afforded only (1) lane, this allows the coaches to maintain close surveillance of all swimmers throughout each workout.
 - As well, it serves as a mechanism for maintaining small, manageable training groups of (8-10) swimmers.
- SWG is afforded space for a central office and a walk-in swim shop located in the Children's Fitness Center (left of the welcome desk).
- Membership with LA Fitness is not required. However, (13/Over) swimmers are encouraged to become members so they may use the gym & locker room facilities at their convenience.

The following procedures are followed on a daily basis for SWG to assure good standing with LA Fitness. We are privileged guests at this facility & respect all company rules & regulations.

- Swimmers are accompanied by a parent/adult when they enter the building, and escorted through the locker rooms to the pool deck. No running, please.
 - (13/Over) swimmers who are also LA Fitness members may enter themselves.
- Swimmers arrive in their swimsuits and warm up clothing. The locker rooms and showers are not for SWG use [except for (13/Over) swimmers who are also LA Fitness members]. The shower located on deck is used for rinsing before & after practice.
- As per USA Swimming insurance regulations, adults are not allowed on deck during practices and meets (except for volunteer work assignments). During practice, adults remain on location. They are welcome to view practice through the observation windows. Swimmers are not to be distracted by this accommodation. Any interference will be addressed by the SWG administration and coaches.
- Swimmers [except (13/Over) swimmers who are also LA Fitness members] are to be escorted by a parent/adult back through the locker room and gym after practice. No running, please.
- Swimmers [except (13/Over) swimmers who are also LA Fitness members] are encouraged to use the cabana on deck for changing into warm, dry clothing after practice.

North County Aquatic Complex

SWG includes the North County Aquatic Complex (NCAC) as an alternate training facility. It is located at 861 Toney Penna Drive in Jupiter, just south of Jupiter High School, off of Military Trail. This site is used primarily for working off of the starting blocks. LA|Fitness does not have starting blocks so we designate certain Saturdays at NCAC for development of this specific skill. SWG provides a schedule for these practice sessions at the outset of each season.

The following procedures are followed at NCAC for SWG to assure good standing with the administration & staff. We are privileged guests at this facility & respect all Palm Beach County rules & regulations.

- Swimmers are accompanied by a parent/adult when they arrive to check-in at the NCAC Welcome Center (window located at the front of the facility).
 - (13/Over) swimmers may check-in & enter themselves.
- The locker rooms and showers are available before and after practice.
 - **Absolutely no misbehavior will be tolerated.**
 - *Otherwise, severe consequences will occur without warning.*
- As per USA Swimming insurance regulations, adults are not allowed on deck during practices and meets (except for volunteer work assignments). During practice, adults remain on location. They are welcome to view practice by sitting under the permanent weather canopy attached to the main building. Swimmers are not to be distracted by this accommodation. Any interference will not be accepted by the SWG administration and coaches.

Meet Schedule Guidelines

Short-course yards (SCY) season runs during the months of August-March. Long-course meters (LCM) season runs during the months of April-July. SWG swimmers participate in all meets on the schedule posted at the outset of each season. As with all sports, we practice so as to prepare for the game (swim meet). Please communicate any conflicts with the coaches in advance via email.

Competition is an integral part of the SWG experience. Proper perspective concerning results is to be maintained by swimmers and parents. Success is measured in a number of ways and each should be celebrated. Struggles, including disqualifications, are also part of the game and should be viewed as an opportunity for improvement and future success.

The coaches will select the individual events for each swimmer (and relay participants when there are relays in the program) prior to each meet. Although swimmers will usually have the opportunity to swim their 'best events', it is our goal to have every swimmer compete in all the events offered for their age group during the course of the season at least once.

Some meets, including championships, are organized in a Prelims/Finals format. This means that the top finishers in the morning or afternoon Preliminary sessions qualify to return to race in the evening Finals session. It is an exciting privilege to earn one of these spots. SWG swimmers will be expected to swim in Finals sessions if they qualify.

Details for each meet can be found on our team website, including;

- Updated On Deck, Warm-up, Start Times & Projected Timelines.
- Google Map & Directions.
- Official Meet Announcement provided by host team.
- Individual and relay meet entries and other meet documents.
- Meet day reminders (ex. Parent timing assignments).

SWG swimmers always:

- Wear SWG team apparel & pack extra equipment such as goggles, caps & suits.
- Know the events they are scheduled to swim prior to arrival.
- Arrive on deck 20 minutes prior to the scheduled warm-up.
- Complete team stretching exercises and pool warm-up with a purpose.
- Wear WARM, DRY team apparel and footwear between races.
- Stay hydrated, enjoy healthy snacks, and keep the team area clean.
- Communicate with coaches before & after races for focus and feedback.
- Race with a plan, and without fear- Have Fun!
- Cheer for all teammates, Display good sportsmanship and Learn from the competition.
- Remain with the team until receiving permission to leave.

Championship Meet Guidelines

Every competitive swim season culminates with a progressive schedule of championship-level meets sanctioned by Florida Gold Coast Swimming, the Southern Zone and USA Swimming.

- All such meets require qualifying time standards that must be accomplished during the season. These standards are posted as motivational tools for our swimmers.
- SWG schedules the highest level meets that the coaches perceive some our swimmers may achieve for each particular season.
- Swimmers may or may not qualify for the scheduled championship meets. As well, some swimmers may qualify for a higher-level meet that is not on the schedule. The coaches will be in continual communication with swimmers and parents concerning these dynamics.

The **Florida Gold Coast Swimming** Seasonal Championship Meet Schedules includes;

- ‘BB’ Championship Meet
 - [2021-24 National Age Group Motivational Times](#) include the ‘BB’ standards.
- [Age Group Championship Meet](#) qualifying time standards.
- [Senior Championship Meet](#) qualifying time standards.

The **Southern Zone** Seasonal Championship Meet Schedule includes;

- Speedo Championship Series / Southern Zone South Section
 - Swimmers must achieve a [Southern Zone Sectional](#) time standard to qualify.
- Southern Zone Age Group Championship
 - Swimmers in the (11-12) & (13-14) Age Groups must be selected by Florida Gold Coast Swimming to represent our LSC.

The **USA Swimming** Seasonal Championship Meet Schedule includes;

- [Futures Championships](#)
- [Speedo Winter Junior Championships](#)
- [Speedo Summer Junior Championships](#)
- [Phillips 66 National Championships](#)
- [TYR Pro Swim Series](#)
- [2024 Olympic Trials](#)

Parent Volunteer Policy

Parent volunteers are absolutely essential to help run swim meets and other operations. Throughout the season there are a number of opportunities to meet the requirements of our Parent Volunteer Policy. As an SWG parent you will be required to take part in;

Parent Meetings

As a means to maintain personal communication and social interaction SWG schedules Parent Meetings regularly. Meeting schedules will be posted each season. Parent meetings will be an opportunity to learn about current events and future plans. As well, questions, concerns and ideas are welcomed.

Fundraising Events

As a means to augment our operations budget SWG runs occasional fundraising events. Specifically, they are used to generate funds to purchase big-ticket items to enhance the program. We rely on our parents to help create, organize and conduct such events. Those we confirm will be clearly communicated and managed to the highest degree possible.

Social Events

As a means to maintain a genuine family atmosphere for our membership SWG schedules seasonal social events to boost team camaraderie. We rely on parent volunteers to help plan and operate such events such as travel meets, team outings and seasonal club banquets.

Timing at Swim Meets

At every USA Swimming competition, teams are responsible to provide parent timers. The number of timers for each team is based on the number of swimmers a team has entered. All parents must be ready and willing to help fulfill this requirement. Below is an explanation of SWG parents' responsibilities for timing at meets.

- Check the Meet Information section for each meet event page to verify family timing assignments (and/or any other work assignments).
- This information will be posted as soon as it is available (sometimes this could be the day prior to the start of the meet). If the timing assignments come out very late they will be emailed to families.
- Once you arrive at the meet, locate the Volunteer Work Assignment table, sign in for "SWG", get specific lane assignment and pick up watch, if made available.

- Attend timers meeting (usually fifteen minutes prior to start of meet).
- If you are assigned a timing slot, you may trade spots amongst the other families assigned for the weekend. If your child needs to scratch the meet it is your responsibility to find a replacement. Meet entries can be found on our website.
- Trials/Finals Meets (including championship meets) Timing Assignments:
 - If you have a swimmer who has made Finals, you are expected to time.

NOTE: Families who have a parent who officiates at a meet will not be asked to time unless absolutely necessary.

USA Swimming Officiating

At every USA Swimming competition, teams are responsible to provide officials. Becoming an Official is not required of SWG parents, however, there are many great reasons to become a swim official including (Copied from the USA Swimming & Florida Gold Coast Swimming websites);

- We need you! It may look like we have plenty of folks on deck...but the fact is that at most meets we have about half the number of folks we need to effectively officiate!
- Contribute meaningfully to the sport! Sitting in the stands or in a lawn chair on deck is better than not showing up for your children, but becoming an official demonstrates to them the kind of parent you are --- caring and active.
- Great view! You are right there at the point of the action.
- Hospitality! At most all meets you are 'fed and watered' to your heart's content.
- Camaraderie! Meet and make friends with lots of other folks from all over your area and the state, and enjoy the energy and spirit of the officials group.

USA Swimming Officials help the coaches and swimmers by maintaining a fair competitive environment. USA Swimming is not little league...in competitive swimming, unlike many sports, we pay for professional coaching, and rely on volunteer officials...that's the way it should be, not the other way around!

The first level of USA Swimming Officiating is to become a Stroke and Turn (S/T) Judge. S/T Judges observe swimmers after the start and report any violations of the stroke and turn rules to the Referee.

Once you have become a S/T judge, you can choose to progress to additional levels if you wish. There is no level more important than the Stroke and Turn level, but you learn additional skills at each level. The additional levels are:

- Starter
- Deck Referee
- Meet Referee
- Clinical Instructor (someone who teaches clinics)

Florida Gold Coast Swimming [Apprenticeship Guidelines](#).

Registration & Fees

Club Registration

SWG offers a personalized procedure to become part of our club. We organize (3) separate registration periods each calendar year that feature a limited enrollment;

- Short-Course Yards (SCY) Primer Season (August-November)
- Short-Course Yards (SCY) Championship Season (December-March)
- Long-Course Meters (LCM) Season (April-July)

The 2023-24 SCY seasons are combined into one (November-March).

Skills Assessment

Swim With Gills club registration begins with a free Skills Assessment provided by the SWG coaches. In general, swimmers should be efficient in freestyle & backstroke in relation to their age-group. As well, they should exhibit the ability to focus & cooperate with the coaches.

During your appointment, the coaches will provide an introduction to competitive swimming, as well as materials to help you become familiarized with our program. This will be an excellent opportunity for you to ask questions, discuss your personal expectations and provide feedback. If both you and the coaches decide to move forward, you will be guided toward the official registration process and begin training.

Developmental Clinics

If it is determined that your swimmer requires enhanced skills in order to be placed in their age-appropriate training group, we offer several clinics throughout the year. They are specifically designed for those who are interested in placement on the competitive squad. Please visit our [Swim With Gills](#) website for upcoming clinics and details.

Pre-Team (5/Under)

Swim With Gills offers a non-competitive introductory program designed to teach little ones the necessary skills for placement in the Primary training group. Practices are held Monday-Thursday. Beginners meet 3:00-3:30pm, while Intermediates meet 3:30-4:00pm. Please visit our [Swim With Gills](#) website for details.

Seasonal Outline 2023-26

(SCY) Championship Season

December 4, 2023 - March 22, 2024 (16 weeks)

Spring Break (LCM Registration Week)

March 23 - March 31, 2024 (1 week)

(LCM) Season

April 1 - July 21, 2024 (16 weeks)

Summer Break (Intro to SWG Clinics & SCY Registration Week)

July 22 - August 11, 2024 (3 weeks)

(SCY) Primer Season

August 12 - December 1, 2024 (16 weeks)

(SCY) Championship Season

December 2, 2024 - March 23, 2025 (16 weeks - 32 SCY total weeks)

Spring Break (Intro to SWG Clinic & LCM Registration Week)

March 24 - March 30, 2025 (1 week - Congruent w/ PBC Schools)

(LCM) Season

March 31 - July 20, 2025 (16 weeks)

Summer Break (Intro to SWG Clinics & SCY Registration Week)

July 21 - August 10, 2025 (3 weeks)

(SCY) Primer Season

August 11 - November 20, 2025 (16 weeks)

(SCY) Championship Season

December 1, 2025 - March 22, 2026 (16 weeks - 32 SCY total weeks)

Spring Break (Intro to SWG Clinic & LCM Registration Week)

March 23 - March 29, 2026 (1 week)

Club Membership Fee Structure

There are a number of financial obligations that must be considered in competitive swimming and to become a member of SWG. In order to be transparent from the start we have outlined the following areas so that prospective members will have full understanding of the financial commitment of joining our club. All fees are combined into a lump sum each season and can be paid through monthly installments (*auto-drawn from an approved account on the 1st of each month - after initial payment on your specific registration date*).

Administration Fee

The administration fee is in place to offset the expenses of our Team Unify website and mobile app, as well as tasks such as communication, seasonal registrations, scheduling, creating meet entry files, ordering equipment and marketing the program. It is applied seasonally per family.

- **\$50/ SCY Primer Season (August-November)**
- **\$50/SCY Championship Season (December-March)**
- **\$50/LCM Season (April-July)**

Training Fees

Training fees are set to include a full schedule of practices each week. It is our intention to offer a premier product which focuses on continual individual development and a strong team culture. Training group sizes will be kept small to help ensure this philosophy.

- **Primary (8/Under) - \$125/month**
 - SWG offers (3) .75 hour practices per week, Swimmers must commit to (2).
- **Age Group 1 (9-10) - \$150/month**
 - SWG offers (4) 1 hour practices per week, Swimmers must commit to (3).
- **Age Group 2 (11-12) - \$175/month**
 - SWG offers (5) 1.25 hour practices per week, Swimmers must commit to (4).
- **Age Group 3 (13-14) - \$200/month**
 - SWG offers (6) 1.25 hour practices per week, Swimmers must commit to (5).
- **Senior (15/Over) - \$200/month**
 - SWG offers (6) 1.5 hour practices per week, Swimmers must commit to (5).

USA Swimming & Florida Gold Coast Swimming Membership Fee

All members of Swim With Gills are also required to become members of USA Swimming & Florida Gold Coast Swimming on an annual basis. There are many benefits of this membership including the right to compete in sanctioned events, gaining required insurance coverage and access to a number of educational tools.

- **\$90** Premium/Annual
- **\$ 7** Outreach/Annual (*SWG will reimburse the difference upon registration.*)
 - Documentation must be provided in order to qualify for a Florida Gold Coast Swimming Outreach Membership.
 - [2023 Application](#)

All new members register through USA Swimming Online Membership Registration (OMR). You will be provided with a link by the club once your SWG membership has been established.

Returning members are registered in bulk annually by the club.

Meet Fees

Swim meets require entry fees. These fees vary by meet and are set by the host club to cover the expenses of operating a meet. An entry fee is charged to each swimmer for each event in which they are entered.

- Typically, individual event entry fees are set between \$5 - \$10.
- As well, many host clubs charge an individual surcharge (*in the same range*) for each swimmer entered, regardless of the number of events in which they are entered.

The SWG administration is responsible for submitting payment for the entire team when our entries are accepted by the host club. (*SWG schedules alternative meets if our entries are not accepted. You will be notified immediately if there is a meet schedule change.*)

- Thus, we calculate a projected cost of all meet entry fees on the schedule to include in your overall Club Membership Fee (*which will vary from season to season*).
- This helps you to understand the full financial obligation of competitive swimming prior to registration.

SWG swimmers are expected to attend all meets on the schedule.

- If your swimmer is unable to attend a meet for any reason, you are still responsible for the associated meet fees.
 - There are no pro-rates or refunds.
 - Our request, however, is that you inform the coaches of any unavoidable scheduling conflicts you may have in as much advance as possible.
 - This may prevent our club from sending host clubs unnecessary funds. Instead, we will use your ‘unused’ meet fees to benefit our swimmers.

Team Apparel & Training Equipment Fee

SWG requires members to own certain Team Apparel and Training Equipment. To simplify this process, we provide you with what you need to start and determine the proper sizes for your swimmer upon registration. The following fee covers all items listed below (including sales tax & shipping) which is included in your initial registration. Subsequent registrations will only include necessary replacements which will be reflected in your Club Membership fee renewal.

- \$400/Senior, AG 3, AG 2, & AG 1
- \$300/Primary

Team Apparel Includes;

- (1) FINIS Male Jammer Racing Suit or Female Bladeback Racing Suit
- (2) FINIS SWG Personalized Swim Caps
- (1) FINIS SWG Latex Cap
- (1) FINIS Water Bottle
- (2) Sport-Tek SWG Shirts
- (1) Sport-Tek SWG Jacket

FINIS Training Equipment Includes;

Primary

- Mesh Gear Bag
- Alignment Kickboard
- Booster Fins
- Skin Socks

Age Group 1 & Age Group 2

- Mesh Gear Bag
- Alignment Kickboard
- Ankle Pull Buoy
- Long Floating Fins
- Skin Socks
- Agility Paddles Floating
- Stability Snorkel

Age Group 3 & Senior

- Mesh Gear Bag
- Alignment Kickboard
- Ankle Pull Buoy
- Z2 Zoomers Gold
- Skin Socks
- ISO Paddles
- Stability Snorkel

Communication

Swim With Gills Website

The [Swim With Gills website](#) serves as the hub of our organization. Please refer to this website to gain access to swim lessons, swim clinics, the Gardens Gymnastics program, lifeguard services and other children's fitness and educational programming.

TeamUnify Website

The [SWG TeamUnify website](#) provides for all information specific to our competitive swim club, including registration and payments. As an SWG member (Parents & Swimmers) it is imperative for you to become familiar with the site and visit it regularly. In doing so, you will have access to all the particulars of our daily, weekly and seasonal events. All documentation and communication concerning training schedules, swim meets & club events, parent volunteering, The U.S. Center for Safe Sport and more is posted on this website. You will receive regular emails through this website.

OnDeck Mobile App

In today's world, we need information and communication readily available at our fingertips. A huge advantage of our TeamUnify website is the connection to the free OnDeck mobile app. Here you can access all information concerning your SWG swimmer. Links to download;

[OnDeck on for Apple](#)

[OnDeck for Android](#)

[OnDeck Parent Tutorial](#)

YouTube Channel

Please subscribe to [YouTube.com/@SwimWithGills](https://www.youtube.com/@SwimWithGills). You will gain access to numerous resources that will enhance your understanding of the technical and training philosophies incorporated into our program. There are several playlists that have been uploaded that feature specific areas of competitive swimming. As well, there are links to many other channels focused on competitive swimming. We aim to make the SWG YouTube channel become a staple for everyone in the swimming community.

SWG Training/Racing Suit Policy

The SWG policy concerning training suits is congruent with LA Fitness standards. Swimmers must wear suits that provide full coverage for both the front and back. Suits must be modest; no bikinis, thongs, holes, or tears.

Walk-In Swim Shop

SWG features a Retail Swim Shop located inside the Children's Fitness Center at LA Fitness (left of the welcome desk). Here you will have the opportunity to purchase products such as swimsuits, goggles, caps, training equipment, team apparel and more.

FINIS Online Storefront



Swim With Gills is privileged to be partnered with FINIS, Inc. to supply much of our team swimwear & training equipment. As the season progresses you may need to purchase replacement items such as practice suits, goggles, caps, etc. that may not be readily available in our walk-in swim shop. To this end, SWG has set up a FINIS Online Storefront for you to purchase top-quality products at a discount.

Technical Racing Suits

The SWG policy concerning the use of technical racing suits during practices & competitions is as follows;

‘Tech Suits’ will only be worn when approved by the coaches.

- In general, they will be limited to high level competitions such as Florida Gold Coast Swimming Championships, Southern Zone Sectional Meets and USA Swimming National-Level Meets.
- They may also be allowed during the Finals session of a designated ‘big meet’ that is structured in the Prelims/Finals format.

Please confide in the coaches for direction when considering the purchase of a ‘tech suit’.

For further information & perspective please regard the following;

- [What is a Tech Suit? \(And Do You Need One?\) \(yourswimlog.com\)](#)
- [White Paper Age Group Tech Suit Use Report and Action Summary \(usaswimming.org\)](#)
- [USA Swimming News](#)
 - Clipped from the above USA Swimming News Article
 - Tech suit restrictions, proposed by the USA Swimming Age Group Development Committee, went into effect for 12-and-under swimmers beginning September 1, 2020. Below are complete lists of the suits that will be **restricted** for athletes 12 and under, and then a list of those tech suits that will be **allowed** for athletes 12 and under:
 - [Restricted \(12/Under\) Tech Suits](#)
 - [Approved \(12/Under\) Tech Suits](#)
 - [FINIS Tech Suit Specs](#)

SWG Athlete Code of Conduct

The purpose of the SWG Athlete Code of Conduct is to establish a consistent expectation for athletes' behavior. By signing below, I agree to the following statements:

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space.
- I will attend all team meetings and training sessions, unless I am excused by my coach.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's rules and codes of conduct.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and SWG administration.

Swimmer's signature Date

Parent's signature Date

SWG Parent Code of Conduct

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

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices or meets.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will direct my concerns to first to Head Coach Matt Pohlman; then, if not satisfied, to Coach Owner Christina Theiss. In doing so, I will communicate briefly via email to set up an in-person meeting. I will not engage the coaches while on deck or with lengthy written communications.

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

Signature(s) Date

SWG Coach Code of Conduct

The purpose of the SWG Coaches Code of Conduct is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

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

Any complaints of a coach violating this code of conduct will be brought to the attention of Head Coach Matt Pohlman and/or Coach Owner Christina Theiss.

USA Swimming Code of Conduct (Appendix A)

Article 304 - Code of Conduct

304.1

The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it. In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

304.2

Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

304.3 The following shall be considered violations of the USA Swimming Code of Conduct: Measures to be adjudicated by the USA Swimming National Board of Review

.1 Violation of the right to compete provisions set forth in Article 301.

.2 Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, gender identity, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.

.3 Repeated violation of any of the Minor Athlete Abuse Protection Policies [see page 95].

.4 Any violation of the FINA Rules on the Prevention of Manipulation of Competition as found in the current FINA Manual, including (i) betting; (ii) manipulating competitions; (iii) corrupt conduct; (iv) misuse of inside information; (v) failure to report; and (vi) failure to cooperate.

.5 The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.

.6 The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.

.7 The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.

.8 The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.

.9 Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.

.10 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.

.11 Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:

A Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming; or

B Placed in or on any item that is sold.

In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

.12 Any other material and intentional act, conduct or omission not provided for above, which is detrimental to USA Swimming, an LSC or the sport of swimming.

Measure to be adjudicated by the U.S. Anti-Doping Agency

.13 Violation of the anti-doping provisions set forth in 303.3.

Measure to be adjudicated by the U.S. Center for SafeSport

.14 Violation of the SafeSport Code. (see www.usaswimming.org/code)

SafeSport Best Practices (Appendix B)

Overview

USA Swimming is committed to providing a healthy and positive environment free from abuse for all its members. USA Swimming's Safe Sport program, a comprehensive abuse prevention program, consists of a multi-layered approach to keep kids safe, including: required policies and best practice guidelines; mandatory screening, including criminal background checks and employment screening; training and education; monitoring, supervision and mandatory reporting. These measures are informed by experts in the field of child safety and are among the strongest safeguards found in youth-serving organizations. The USA Swimming SafeSport program offers the following Best Practice Guidelines to help everyone participate in the achievement of these goals.

SafeSport Best Practices

- Parents should be encouraged to appropriately support their children's swimming experience.
- All swimming practices should be open to observation by parents.
- Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
- 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.
- 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.
- Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
- 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.
- Coaches should avoid having athletes as their favorites. They should also avoid creating a situation that could be perceived as them having favorites.
- Gift-giving, providing special favors or showing favoritism to individual athletes is strongly discouraged.

Minor Athlete Abuse Prevention Policy (Appendix C)

This Policy Applies To:

In-Program Contacts: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.

Adult Participants: Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees (“LSCs”) or member clubs to have regular contact with (e.g., ongoing interactions during a 12-month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

General Requirement

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

Definitions

Athlete: A USA Swimming athlete member.

Authority: When one person’s position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).

Dual Relationship: When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.

Emergency Circumstances: A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete's suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.

Electronic Communication: Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging and social media.

Event or Facility Under Partial or Full Jurisdiction: Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.

In-Program: Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Massage: Any Massage involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Travel: Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by the Organization. Examples include, but are not limited to transportation or travel to or related to:

competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

Massage: Any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

Minor Athlete: An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months.

Exceptions

Note: Exceptions apply only where specified.

Close-In-Age Exception: In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:

- The Adult Participant has no authority over the Minor Athlete; and
- The Adult Participant is not more than four years older than the Minor Athlete.
- Dual Relationship Exception: An Adult Participant has a dual role or relationship with a Minor Athlete. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually.

One-On-One Interactions

Observable and Interruptible

All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:

- In emergency circumstances;
- When a Dual Relationship exists; and/or
- When the Close-In-Age Exception applies.

Meetings and Individual Training Sessions

Meetings

Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.

If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

Meetings must not be conducted in an Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.

Meetings with Licensed Mental Health Care Professionals and/or Health Care Providers

If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of the Organization in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:

- The door remains unlocked;
- Another adult is present at the facility;
- The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;
- The Organization is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete; and
- The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

Individual Training Sessions

In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:

- When a Dual Relationship exists; and/or
- When the Close-In-Age Exception applies.
- The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to Swim With Gills, which can be withdrawn at any time.

Parents/legal guardians must be allowed to observe the individual training session.

Electronic Communications

Content

All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.

Open and Transparent

If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.

The following exceptions apply to Section II(a):

- In emergency circumstances;
- When a Dual Relationship exists; and/or
- When the Close-In-Age Exception applies.
- When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.

Requests to Discontinue

Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by the Organization or by an Adult Participant subject to this Policy. The Organization must abide by any such request that the Minor Athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

Hours

Electronic communications must only be sent between the hours of 5:00 a.m. and 9:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.

Prohibited Electronic Communication

Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with Minor Athletes must be discontinued. Minor Athletes may "friend", "like" or "follow" the Organization's official page.

Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.

The following exceptions apply to Section V:

- When a Dual Relationship exists; and/or
- When the Close-In-Age Exception applies.

In-Program Travel and Lodging

Transportation

During In-Program Travel, observable and interruptible environments must be maintained.

An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes or another Adult Participant, except:

- In emergency circumstances;
- When a Dual Relationship exists;
- When the Close-In-Age Exception applies; and/or
- The Minor Athlete's parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.

Adult Participants, including team managers and chaperones, who travel with the Organization must be USA Swimming non-athlete members of USA Swimming.

Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

Lodging

An Adult Participant must not share a hotel room, sleeping arrangement or overnight lodging location with an Athlete.

During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.

During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.

The following exceptions apply to II(a), (b) and (c):

- When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or

- When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.

Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.

Written Consent

A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In-Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.

Meetings

Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).

Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

Locker Rooms and Changing Areas

Requirement to Use Locker Room or Changing Area

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

Observable and Interruptible

All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:

- In emergency circumstances;
- A Dual Relationship exists; and/or
- The Close-In-Age exception applies.

Private or Semi-Private Space for Minor Athletes

The Organization must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of the Organization.

Use of Recording Devices

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

Undress

Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

Showers

Adult Participants must not shower with Minor Athletes unless:

- The Adult Participant meets the Close-in-Age Exception; and/or
- The shower is part of a pre- or post-activity rinse while wearing swimwear.

Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. The Organization must abide by such a request.

Monitoring

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

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

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

Parents/legal guardians in Locker Rooms or Changing Areas

If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

Massages, Rubdowns and Athletic Training Modalities

General Requirement

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

Additional Minor Athlete Requirements

Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.

Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.

Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.

Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

Any Massage of a Minor Athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.

Action Plan to Address Bullying (Appendix D)

Bullying of any kind is unacceptable at **Swim With Gills** and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. **Swim With Gills** 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 **Swim With Gills** takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

What is Bullying?

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

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

- i. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- ii. Creating a hostile environment for the other member at any USA Swimming activity;
- iii. Infringing on the rights of the other member at any USA Swimming activity; or
- iv. Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity including, without limitation, practices, workouts and other events of a member club or LSC).

Reporting Procedure

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

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

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

How We Handle Bullying

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

1. Intervene immediately. It is okay to get another adult to help.
2. Separate the swimmers involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the swimmers 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 SWIMMERS 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 children.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyberbullying. Collect all available information.
2. **Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is

bullying or something else.

- a. Review the USA Swimming definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the swimmers 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 children 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 swimmers involved.

Supporting the Swimmers Involved

3. Support the swimmers 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 children 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 is bullied. For example:

- i. Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times children 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 swimmer who is charged with bullying 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 children who have been bullied.
 - f. Follow-up. After the bullying issue is resolved, continue finding ways to help the swimmer who is charged with bullying 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, children 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 child 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.

Grievance Procedure (Appendix E)

The Swim With Gills Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

Please initiate any grievances concerning your swimmer or the coaches with a brief email in order to set up an in-person meeting. Please refrain from lengthy written communication or engaging with coaches on deck before, during or after practice.

WHERE TO REPORT:

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

- U.S. Center for SafeSport: 833-5US-SAFE (587-7233) or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution of illegal drugs:

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

For issues dealing with known or suspected child abuse:

- Florida Department of Children and Families: <https://www.myflfamilies.com/services/abuse/abuse-hotline/how-report-abuse>

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the Swim With Gills Codes of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

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

WHOM TO NOTIFY OF A GRIEVANCE (Chain of Command)

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

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the Swim With Gills Athlete Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure Swim With Gills Head Coach Matt Pohlman is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Age Group Coach - Contact Head Coach Matt Pohlman via email.

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

Regarding Conduct of Head Coach - Contact Owner, Christina Theiss via email.

- Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the [another coach or the club governing board, as applicable] of this violation. This complaint should be made in person or in writing.

Regarding Parent or Official Conduct - Notify Head Coach Matt Pohlman via email.

- Should a parent or swimmer feel another Swim With Gills parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation in person or in writing.

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

HOW GRIEVANCES WILL BE HANDLED

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

1. **Gathering Information:** The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the Swim With Gills grievance procedure form.
2. **Assessing Behavior:** The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.

3. Consequences will be given and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:
 - a. Nature of the misconduct
 - b. Severity of the misconduct
 - c. Prior disciplinary actions
 - d. Adverse effect of the misconduct
 - e. Application of the Code of Conduct

United States Anti-Doping Agency (Appendix F)

Please refer to the following links for complete information;

- [USADA Resource Card](#)
- [USADA Clean Sport Handbook](#)
- [USADA Pocket Guide](#)
- [USADA Therapeutic Use Exemption Policy](#)
- [USADA Supplement Guide](#)
- [National Sanitation Foundation Certified Supplements](#)
- [True Sport Nutrition Guide](#)
- [Global DRO \(status of medications\)](#)

Swim With Gills Swim School (Appendix G)

SWIM WITH GILLS SWIM SCHOOL



We are not Traditional Swim Lessons; We are Lessons that Empower Everybody's Learning.

Our philosophy of teaching is simple. Our lessons progress at the pace of the child instead of a predetermined schedule. We do not 'force' children to learn. We teach water safety by creating a trusting and caring relationship with your child. Through fun and interactive 'play,' we maximize your child's comfort zone in the water.

After each lesson, your child will be proud to show you what he/she learned! You will also be provided with a variety of ways to practice and promote even greater learning between the lessons.

Our Mission

Swim With Gills' mission is to serve our community by building, trusting and caring relationships and sharing our dedication to water safety and water sports.

What Makes Us Different

We are an American Red Cross Learn-to-Swim Program that's nationally accredited, and a USA Swimming Provider. We are proud to be part of national organizations that offer swim scholarships to those families that could not otherwise afford them including the [Drowning Prevention Alliance of Palm Beach County](#), [Hope Floats](#) and [USASF Make-a-Splash](#). Swim With Gills offers small group ratio lessons as well as private and semi-private swim instruction. Our experienced instructors evaluate each swimmer and design individual lesson plans that strengthen and build skills and increase their self confidence in the water.

With personal attention and consistent instruction, our swimmers feel safe and secure in all bodies of water. Our lessons can encompass Open Water Swimming in the Intercoastal or Ocean. For children with physical, mental or emotional challenges, we tailor our lesson plans to meet each individual's goals with the hope of mainstreaming them into a small group class'.

Our Team of Lifeguards and Swim Instructors are Background Checked and must obtain a Level 2 Fingerprint Clearance. This Level 2 Clearance can only be obtained because of our partnerships with World Class Academy, Sandy Pines Residential Hospital and Forest Hill High School. This ensures your children will learn in a safe environment.

Our Beliefs

Swim With Gills' goal is to encourage water safety, confidence in the water and overall fitness. Our Red Cross enhanced swimming lessons give children and adults the chance to learn in a safe environment at their own pace.

Available across the country, Learn-to-Swim classes are taught by knowledgeable, caring instructors who can help swimmers at every level, age and ability.

Our goal is to educate the entire family about Water Safety and the importance of being safe in, on and around the water. Grown adults who know how to swim drown because they panic. Children cannot rescue themselves into the floating technique if the mind and body experience 'panic.' Anxiety concerning the water is common, and must be overcome with patience and consistency.

**As an Authorized Provider for the American Red Cross,
we embrace the 7 Fundamental Principles of the Global Red Cross Network;**

Humanity

The Red Cross, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavors—in its international and national capacity—to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

Neutrality

In order to continue to enjoy the confidence of all, the Red Cross may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

Voluntary Service

The Red Cross is a voluntary relief movement not prompted in any manner by desire for gain.

Universality

The Red Cross is a worldwide institution in which all societies have equal status and share equal responsibilities and duties in helping each other.

Impartiality

It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavors to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

Independence

The Red Cross is independent. The national societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with Red Cross principles.

Unity

There can be only one Red Cross society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.