



Swim Team Handbook & Policies Document 2017 - 2018

Bethpage PAL Barracudas Swim Club
For info contact Michele Yurman
(516) 932-2046

Website: www.bethpageswimming.com
Email: bscaccounts@bethpageswimming.com

Introduction

This handbook has been created as a source of information about our swim team and competitive swimming in general. The material presented is divided into sections for ease of use. If you have any questions after reading this handbook, feel free to ask the coaching or administrative staff. We will be glad to assist you.

Table of Contents

Message from the Team.....	3
Team Objectives and Philosophy	3
Mission Statement	3
Vision Statement	3
BBSC Group Structure.....	3
Yellowstripe Barracudas.....	4
Yellowfin Barracudas.....	5
Great Barracuda Group.....	5
Blackfin Barracuda Group.....	6
Coaching Staff	6
Senior Coach:	7
Assistant Coaches:.....	7
Administrative Staff:.....	7
Seasonal Financial Commitment	7
Required Equipment.....	8
Practice.....	9
Pool Rules	10
Meet info	10
Meet Guidelines.....	12
The Parent-Athlete Relationship.....	13
10 Commandments for Swimming Parents	14
<i>Bethpage PAL Barracudas Swim Club (BBSC) Emergency Action Plan</i>	<i>17</i>
Action Plan of the <i>Bethpage PAL Barracudas Swim Club (BBSC)</i> to Address Bullying.....	20
Electronic Communication Policy of the <i>Bethpage PAL Barracudas (BBSC)</i>	25
Team Travel Policy for the Bethpage PAL Barracudas Swim Club (BBSC)	27

Message from the Team

Welcome to the **Bethpage PAL Barracudas** Swim Club (BBSC). Our team was established in 2007 as a winter only team and became USA Swimming registered for the 2008 - 2009 season. We have grown and improved in the subsequent year. We are members of USA Swimming and belong to the Metropolitan Local Swimming Committee (LSC). We also participate in the Nassau County Municipal Swim Conference during their winter season. We are proud to say that at the end of the 2016-2017 season, we are the 28th (out of 76) ranked swim club in the Metropolitan LSC, 211th (out of 628) in the Eastern Zone, and 861st (out of 2542) in the entire USA. These rankings are impressive given our small size of roughly 90 swimmers. Additionally we have numerous swimmers who are ranked in the top twenty-five in their age groups in the Metropolitan area and have had a swimmer that was ranked number #1 in his age group in the entire USA in 4 events. We hope that with your dedication and commitment you can help us continue our great swimming tradition. We look forward to helping develop you into the best swimmer that you can be!

The Season runs September 1 – August 31.

Team Objectives and Philosophy

Mission Statement

RESPECT - RESPONSIBILITY - HONESTY - ACCEPTANCE are the cornerstones of our program.

Vision Statement

The Bethpage PAL Barracudas Swim Club develops character through hard work and healthy competition. BBSC believes in optimizing potential through commitment to competitive training. The Barracudas are members of USA Swimming and are sponsored by the Nassau County Police Activity League.

BBSC Group Structure

Being a small program, the BBSC PAL Barracudas Swim Club provides a system of instructional and training groups designed to move young swimmers through their swimming careers smoothly and successfully. We have four main groups. Our groups are mainly peer-based and use a comprehensive approach of age and ability as we focus on improving each individual's swimming skills and performance.

We have four different groups: Blackfin Barracudas (typically 13 & over, Great Barracudas (typically 12 & over), Yellowfin Barracudas (typically 9-10 and 11-13) and Yellowstripe Barracudas (typically 10 & under). Within each of these divisions we have transitional groups, based on ability. More information about each group can be viewed below. We have a coach dedicated to each group who designs and implements a comprehensive training plan in order to optimize each swimmer's growth and improvement.

Swimmers are placed in groups based on ability level and on coaches' recommendations. Group moves are determined by the coaching staff at specific times in the year, usually April, and August. Occasionally group moves may be made at other times during the year if the coaching staff deems it necessary for a swimmer's development.

Our coaches firmly believe that it is critically important for young swimmers to master proper technique in all four strokes as well as starts and turns. Our younger groups are largely instructional and emphasize stroke development and body. Swimmers learn that you must do strokes correctly before you can go fast. A stronger emphasis on training gradually occurs as swimmers mature both physically and mentally and move into upper level groups.

Yellowstripe Barracudas

Primary Coach: Amanda Cunningham

Age Range: 10 & Under

Recommended Practices per week: 3 to 4

Practice Duration: 1 to 1.5 hours

Requirements: Should be able to complete at least a 50 freestyle and backstroke without stopping. Should also show the ability to perform both breaststroke and butterfly strokes.

Meet Expectations: Swimmers are encouraged to compete in meets

Description: The Yellowstripe group is for swimmers ages 10 & under and is designed to focus on stroke development and technique. The swimmers in this group will build upon the foundations of swimming and prepare young swimmers for competition in all strokes as well as encourage team spirit and sportsmanship. It is recommended that Swimmers in the Yellow Stripe group attend 3-4 practices per week.

Yellowfin Barracudas

Primary Coach: Eric Ramirez

Age Range: 12 & Under

Recommended Practices per week: 4 to 5

Practice Duration: 1 - 1.5 hours

Requirements: Swimmers should be able to perform all 4 strokes and complete a 100 IM as a minimum without stopping.

Meet Expectations: Swimmers are encouraged to compete in at least one swim meet a month.

Description: The Yellowfin is for swimmers ages 12 and under who can demonstrate technique and the ability to compete in all strokes. The Yellowfin group is a stepping stone for young swimmers who are ready to take their competitive training to the next level by building endurance. Swimmers in this group will be able to follow a structured workout and demonstrate good sportsmanship as they grow as a swimmer and as an adolescent. It is recommended that swimmers in the Yellowfin group attend 4-5 practices per week.

Great Barracuda Group

Primary Coach: Diana Galiatsatos/

Age Range: 9 - 14

Recommended Practices per week: 5

Practice Duration: 1.5 hours

Requirements: A legal 200 IM OR the recommendation of the coaching staff

Meet Expectations: Swimmers are encouraged to compete in at least one swim meet a month.

Description: The great group typically consists of those swimmers ages 12 & up that have a passion for swimming and competition. Swimmers in the Great group will be competitive in all strokes and will have a

focus on refining technique and increasing speed and interval training. The Great group can prepare swimmers for the Blackfin group and take them to the next competitive level; but also can offers a balance to those swimmers who have a commitment to other activities. Members of the Great group help set the example for our younger team members, demonstrating leadership roles with good sportsmanship and team camaraderie. It is recommended that swimmers in the Great group attend 4-6 practices per week.

Blackfin Barracuda Group

Primary Coach: Jennifer Nucci

Age Range: 13 and Over

Practices per week: 6

Practice Duration: 1.5 – 2.0 hours

Requirements: Swimmers will be reviewed and approved by the Head and Senior Level Coaches.

Meet Expectations: Swimmers are encouraged to compete in at least one swim meet a month.

Description: The Blackfin group consists of those swimmers ages 12 & up who show a strong commitment to the training program and show proficiency in all strokes. Blackfin swimmers typically have a minimum of silver cut times in multiple events and are able to train at a higher intensity during practices. The Blackfin group also helps set the example for our younger team members, demonstrating leadership roles with good sportsmanship and team camaraderie. It is recommended that swimmers in the Blackfin group attend 5-6 practices per week.

Coaching Staff

Jennifer Nucci– Head Coach

Additional Coaches:

Larry Sullivan
Michael Yurman

Administrative Staff:

Michele Yurman
Richard Yurman
Telly Galiatsatos

Seasonal Financial Commitment

The Bethpage Barracudas have a full year 12 month season that runs from September 1 until August 31 of the following year. The fees reflect the true cost for a swimmer to participate. It consists of coaching instruction, pool costs, swim meet fees, team registration fees, and equipment maintenance. It does not include team suits, personal equipment, or meet travel.

The total fee consists of three components. There is a tuition fee which is based on the swimmer's group. Current tuition rates are available from the club administrator. There is also a \$500 meet fee escrow account which is established at the beginning of the year. Charges for participation at entered meets are deducted from this account. Left-over meet fees at the end of the year will be carried over to the next year's meet fees. If the escrow balance falls to approximately \$30 during the year, an email will be sent to ask for replenishment. All swimmers must also be USA Swimming registered members in order to participate. The \$70 yearly USS swimming registration fee for 2017 will be collected at the beginning of the season and given to Metropolitan Swimming with each swimmer's registration.

Several payment plans are available for swimmers. There is a pay in full plan with a discount, and a 4 payment plan. Tuition will be paid online through the Bethpage PAL website.

There are tuition discounts given for various items. These are listed below:

Pay in Full Discount: 5% of the tuition will be discounted for those that pay in full for the entire year prior to October 1.

Sibling Discount: \$130 will be discounted for **entire year siblings that are also members of the team.**

Varsity Swimming Discount: 15% of the tuition will be discounted for boys and girls Varsity High School swimmers that are also members of the team **for the entire year**. This discount is provided to off-set the time that these swimmers will not be attending practice during the Varsity High School season or for swimmers on those team's that do not allow club swimming participation during the Varsity season.

The Bethpage Barracudas are primarily a year-round swim program. Should a swimmer choose to leave prior to the completion of the season, please note that you are obligated for the full season's tuition. Tuition credits will be considered for valid medical reasons, or other extenuating circumstances solely on a case by case basis. There should be no expectation of credits for those that decide not to swim during the summer, or during any other part of the season.

After the short course season (approximately the end of March), available spots on the team may be filled by additional interested swimmers. Try-outs will be held and those spots will be filled based on the child's performance at the try-outs. Full year tuition will be prorated based on 5 months of swimming for the Long Course season only. **No discounts will be provided for swimmers that are not on the team for the entire year.**

If a swimmer's account is in arrears by 30 days, a letter will be sent to the parents as a reminder that a payment is due. At this time, a swimmer will not be allowed to participate in practices or meets until the account is up to date. When a swimmer's account is 60 days in arrears, the meet escrow account will be used to pay the outstanding tuition balance and the swimmer will not be entered into additional meets until the escrow account is replenished.

Required Equipment

All gear can be viewed and purchased at www.swimoutlet.com/BBSCgear

We require that each swimmer have an individual swim tote bag. The equipment bag should include the following items:

- Kickboard (any brand) - all groups
- Long Fins (recommended Speedo Power Fin) - all groups
- Standard Freestyle paddle (recommended Speedo Power Paddle or Power Paddle Plus) - all groups
- Snorkel (any brand) - all groups
- Pull Buoy - all groups
- Ankle band (recommended Finis Ankle Strap) - Blackfin and Great groups
- I.M. Tech Paddle - Blackfin and Great groups
- Zoomers (short fins) - Blackfin group

Swimmers should have their own swim caps at practice (team caps will be supplied at the beginning of the season). It may be best if you save the team caps for meets and wear generic swim caps at practices. Two pairs of goggles should always be brought to practices and meets (a pair to use and a back-up pair). Team suits are not required. Team t-shirts are also provided at the beginning of the year and are required to be worn at swim meets.

Practice

The Practice calendar is available on the calendar page of the website. Please note that due to a variety of events that take place at Bethpage High School this calendar is subject to change. Every effort will be made to send emails when changes take effect but it is highly recommended that you check our team website (www.bethpageswimming.com) for up to date information. When changes are made to the calendar a note will be entered showing the date of the last modification.

Attendance: Attendance at practices is strongly encouraged but not required. A minimum of three days per week is recommended.

Practice Times: Make every effort to be punctual and attend the entire practice. Parents please respect pick up times and make arrangements for your swimmer. Repeated failure to pick up swimmers promptly will result in disciplinary actions and/or financial penalties.

Practice Changes: Any last minute changes will be posted on the website. Check the website and your emails for last minute announcements.

Be Prepared: Bring your equipment to practice every day. Individual groups require different equipment. Speak directly to your child's coach for an equipment list. On the days that practice is delayed due to a Varsity meet all swimmers should arrive wearing their swim suits. This is especially important for the boys during the fall season, and for the girls during the winter season. The visiting varsity team uses the locker rooms of the opposite gender and the locker room is locked until the visiting team has left the building.

Teaching: The pool is the coaches' classroom. They will be responsible for swimmers during practice. Please respect our classroom.

Office Hours: Coaches will be available to discuss any questions/concerns by appointment. Please contact a coach via email to set up an appointment. Coaches work collaboratively with each other in accordance with best practices.

Rules: Each coach will establish group norms such as bathroom privileges.

Non-negotiable: All members of our community will be treated with dignity and respect at all times. Swimmer-coach; coach-swimmer; swimmer-swimmer; parent-coach; coach-parent. The BBSC bullying policy listed on page 21 must be strictly adhered to. Failure to abide by the policy will result in disciplinary action.

Pool Rules

We would like to remind everyone that we are guests at Bethpage High School. It's imperative that the following rules be adhered to at all times:

- Recording or photographing practices IS NOT ALLOWED! This is both an insurance and privacy issue.
- Only swimmers, coaches and authorized individuals are allowed on the pool deck, the locker rooms and the rear hallway (by girls locker room).
- No ball playing, running or horseplay anywhere in the building especially in the Bleacher area.
- Keep the Bleacher area DRY! Wet swimmers and gear needs to remain on the pool deck. The Bleacher walkway becomes very slippery when wet.
- Bring your own swim gear. All of the swim gear located at the pool is the property of Bethpage High School. It is not to be used by our swimmers.
- Do not use the elevator unless a medical condition warrants it.
- Since we are very grateful for the use of the Bethpage HS pool facilities ALL Bethpage HS employees must be listened to and treated with the utmost respect! This rule applies to every ONE! It only takes one incident for us to lose our permit.

Meet info

Following is some introductory information for our new swimmers who may not be familiar with US swimming meets.

USA meets are vastly different than dual meets. Even though you are swimming against other swimmers your goal is to improve your seed time, which ultimately moves you up in the rankings. Most meets a swimmer is allowed to swim a max of three events per session. At most, USS swimming rules limit the number of events to five per day if all events are timed finals events or three for preliminary/finals events. These events are picked by the coaches. For Championship Meets, only events which the swimmer has qualified for are allowed. Over the course of a season the coaches will choose events that the

swimmer may have never swam before, other than practice of course. The philosophy of BBSC is for each swimmer to have a USA Swimming sanctioned time for every event in their age group.

Now for the meets: each meet is usually broken down to two sessions for the various age groups. The meet information sheet will have a list of events, the warm-up and start time for each session. Swimmers are to be at the pool at least 15 minutes prior to their session's warm-up time. Once warm-ups have begun, swimmers who are not on the deck will be removed (scratched) from their events unless a coach has been specifically notified in advance with a legitimate reason. Once a swimmer has swam all of their events they can leave the meet.

Meet entries: On the meet schedule page on the website is a list of meet dates. Next to the date is a PDF icon which contains a link to the meet information document. Once you open the link carefully look over the sessions and decide if your swimmer will attend the entire meet or some part of it. The response system for this year is different than past years. This year, the Bethpage Baracudas are utilizing a teamsnap webpage to manage all meet responses. Every swimmer should have received an invitation to join the BBSC teamsnap team account. Please accept the invitation as soon as you receive it and create the account. If you already subscribe to another teamsnap team, then you can link all your accounts together. Everyone should have created an account. It takes only about 30 seconds. On the availability link on the teamsnap site, every parent is now responsible for checking off the days of each of the meets that the swimmer can attend. Remember to do this. It is your responsibility to register your availability for meets. Swimmers will not be entered into meets, if there is no response. The responses are always available to each parent and swimmer. The responses can be freely changed up until the deadline date (check, X, or ?). Responses after the deadline date WILL NOT be accepted. This list will be used to enter swimmers into races on the days that they are available. Please do not respond verbally or by text message to the coaches. Respond by dates are shown in the meet schedule. A reminder email will also be sent just prior to the response cut-off day. If the swimmer can only make a particular day then only check that particular day in teamsnap. Notes can be added to the response page.

It's okay if a swimmer can only make part of a meet, for example in a two day meet Saturday only. As long as we know, then the proper events will be selected. Please keep in mind that there is a charge per event. BBSC pays this fee up-front. If the swimmer does not show up there are no refunds. The monies for the meet entries will be automatically deducted from each swimmer's meet escrow account.

If you need help with any of this please don't hesitate to discuss it with a coach, or any of the parent volunteers.

Meet Guidelines

Participation: Swimmers are asked to participate in as many swim meets as possible.

Cost: A Meet Fees Escrow Account will be created for each swimmer starting the day that the swimmer is registered. \$500, per swimmer, will be collected to fund this account. When the escrow balance falls to approximately \$30 an email reminder will be sent. Swimmers who do not replenish their escrow accounts will not be entered into upcoming meets.

Meet Entry: Only swimmers who show their availability in teamsnap will be entered in upcoming meets. Please do not respond verbally or by text message to the coaches. Respond by dates are shown on the meet schedule web page. A reminder email will also be sent sometime prior to the response cut-off day. If the swimmer can only make a particular day please show your availability for those days only.

Meet Fees: Fees are deducted from the swimmers' escrow account as soon as meet entries are accepted by the host club. The cost per race varies but is typically \$5 in a timed finals meet, \$6 per race in a prelims/finals meet for short course races. The cost per race is \$6 in a timed finals meet, \$7 per race in a prelims/finals meet for long course races. There are no refunds for swimmers who are unable to compete. Meet fees will be deducted from swimmer's escrow accounts when our meet entries are accepted by the host swim teams. We are obligated to pay the meet fees for all entries whether or not you show up for the meet.

Events: Coaches will choose the appropriate events for the swimmer and will prepare them for their races. Swimmers are encouraged to discuss events with their coach. No changes will be permitted past the response deadline or the day of the meet.

Zone Qualifiers:

Parents of children that achieve a Zone Qualifying time will be asked to register as a non-athlete member of USS swimming. Our team has an obligation to provide a chaperone at the Zone meet if we have 4 or more 11 and over swimmers participate. This chaperone must be USS registered and have completed Athlete protection Training and have a valid USS background check on file. This parent must perform chaperone duties in order for our team to participate.

Day of the Meet

Drop off: Be Punctual! Arrive no later than 15 minutes prior to the posted warm-up time! Be aware parents are NOT permitted on the pool deck at any time. This is a USA Swimming Rule and our team can be barred from competition for failure to comply.

Events: The coach will speak to the swimmer prior to the event to discuss a strategy and send them up to the appropriate heat/lane. After the race the coach will discuss the swim. Please have swimmers check-in/out with coaches.

Roles: Let the coach do the coaching. As a parent your role is to support your swimmer and the coach. We are all on the same team and want the best for each swimmer. Assist them with staying positive and refer any coaching questions to the coach.

Non negotiable: All coaches, parents, and swimmers are representatives of BBSC. Everyone will model our values as a club. Good sportsmanship is expected.

Attire: Wear team apparel when on the pool deck. It is suggested that you bring a change of clothes as your deck clothes will get wet. Similarly, bring 2 towels! Team swim caps are a MUST!!!

Format: Each session (except for championship meets) will run a maximum of four hours (exclusive of a 1 hour warm-up). Swimmers should know their events prior to the meet. They are allowed to bring a deck of cards, book, or something else for them to do during the meet. Swimmers are NOT to be wandering around the facility during meets. They are to remain in the bleachers with the team.

The Parent-Athlete Relationship

Competitive swimming programs provide many benefits to young athletes including self-discipline, good sportsmanship, and time management skills. Competition allows the swimmer to experience success and to learn how to treat success and failure as two sides of the same coin, while becoming healthy and physically fit. As a parent, your major responsibility is to provide a stable, loving and supportive environment. This positive environment will encourage your child to continue. Show your interest by ensuring your child's attendance at practices, by coming to swimming meets and volunteering for your club at swim meets, or by participating in fundraising, etc. Parents contribute to the success experienced by the child and the team. Parents serve as role models and their children emulate their attitudes. Be aware of this and strive to be positive role models. Most importantly, show good sportsmanship at all times toward coaches,

officials, opponents and teammates. Remember that you are teaching your child at all times.

Positive Parenting Tips

1. Your child needs your emotional, physical, and financial support. Be liberal in providing this support.
2. Support but do not push your child.
3. Understand development – long-term development as an athlete, and growth and development as it impacts performance.
4. Be realistic in terms of expectations; factor in age and skill level; be aware of your child's perception of your expectations.
5. Emphasize performance and effort, not just outcome. The athlete only has control over his/her performance. Define and measure success as giving maximal effort and as personal improvement.
6. Keep winning in perspective.
7. Do not bribe.
8. Give plenty of encouraging and rewarding statements. Criticize sparingly.
9. View swimming as an arena in which to teach your child about commitment, hard work, and coping with adversity.
10. Work to form an effective Coach-Athlete-Parent Triangle.

10 Commandments for Swimming Parents

I. Thou shalt not impose thy ambitions on thy child. Remember that swimming is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes and don't push him based on what you think he should be doing. The nice thing about swimming is every person can strive to do his personal best and benefit from the process of competitive swimming.

II. Thou shalt be supportive no matter what. There is only one question to ask your child after a practice or a competition - "Did you have fun?" If meets and practices are not fun, your child should not be forced to participate.

III. Thou shalt not coach thy child. You are involved in one of the few youth sports programs that offers professional coaching. Do not undermine the professional coach by trying to coach your child on the side. Your job is to provide love and support. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. Never pay your

child for a performance. This will only serve to confuse your child concerning the reasons to strive for excellence and weaken the swimmer/coach bond.

IV. Thou shalt only have positive things to say at a swimming meet. You should be encouraging and never criticize your child or the coach. Both of them know when mistakes have been made. Remember "yelling at" is not the same as "cheering for".

V. Thou shalt acknowledge thy child's fears. New experiences can be stressful situations. It is totally appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event or meet if your child was not ready. Remember your job is to love and support your child through all of the swimming experience.

VI. Thou shalt not criticize the officials. Please don't criticize those who are doing the best they can in purely voluntary positions.

VII. Honor thy child's coach. The bond between coach and swimmer is special. It contributes to your child's success as well as fun. Do not criticize the coach in the presence of your child.

VIII. Thou shalt be loyal and supportive of thy team. It is not wise for parents to take swimmers and to jump from team to team. The water isn't necessarily bluer in another team's pool. Every team has its own internal problems, even teams that build champions. Children who switch from team to team find that it can be a difficult emotional experience. Often swimmers who do switch teams don't do better than they did before they sought the bluer water.

IX. Thy child shalt have goals besides winning. Most successful swimmers have learned to focus on the process and not the outcome. Giving an honest effort regardless of what the outcome is, is much more important than winning. One Olympian said, "My goal was to set a world record. Well, I did that, but someone else did it too, just a little faster than I did. I achieved my goal and I lost. Does this make me a failure? No, in fact I am very proud of that swim." What a tremendous outlook to carry on through life.

X. Thou shalt not expect thy child to become an Olympian. There are 250,000 athletes in USA Swimming. There are only 52 spots available for the Olympic Team every four years.

Your child's odds of becoming an Olympian are about .0002%.

Parent Committee:

The Parent's Committee is responsible for helping the Team with fundraising, organizing social events, and engaging in Community Relations. The Parent's Committee is a great resource for new Team members to learn more about our team and get familiar with USA swimming. Any questions regarding this committee can be addressed to the committee members. They are:

Larry Aquilino
Evelyn Cohen
Margaret Connors
Kristen Glaser
Chris Lee
Jennie Johannesen
Allyson O'Connell
Sarah Valle

Bethpage PAL Barracudas Swim Club (BBSC) Emergency Action Plan

Emergency Action Plan

The Bethpage PAL Barracudas Swim Club has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the Bethpage PAL Barracudas Team Administrator.

An ***emergency*** is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur.

Situations when 911 should be called are:

- an athlete is not breathing
- an athlete has lost consciousness
- it is suspected that an athlete may have a neck or back injury
- an athlete has an open fracture (bone has punctured through the skin)
- severe heat exhaustion or suspected heat stroke
- severe bleeding that cannot be stopped

Chain of Command

Team Administrator
Head Coach
Assistant Coaches
Emergency Trained Parents
Other Athletes

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives. Once it has been decided that EMS should be called, the following protocol should be followed:

EMERGENCY ACTION PLAN

1. The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that

there is an emergency situation on the pool deck.

2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call. (911 from a cell phone or the school phones located in each of the coaches offices. To use the school phone, dial 9 prior to making the phone call to receive an outside line. EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the school entrance door to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**

3. Phones at the Bethpage High School pool are located in each of the coaches offices,

A cell phone may also be used by anyone in the chain of command.

4. The leader will send runners to all intersections between where the athlete is located and the entrance to the Bethpage High School parking lot to direct the ambulance to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.

5. The leader will designate another person to attempt contact with the athlete's parents. Emergency contact information can be found in a black binder which is permanently located on the shelf in the girls' coach's office. If a parent is not present, the form should accompany the athlete to the hospital.

6. If transport is deemed necessary by EMS, the athlete will be taken to the nearest hospital recommended by the EMT's, unless the parent requests otherwise.

Bethpage High School pool is located at:

**Cherry Avenue and Stewart Avenue
Bethpage, NY 11714**

The closest intersection to the pool location is Cherry Avenue and Kunen Avenue.

Location of AED's

1. The Bethpage High School pool has an AED located in the front hallway, just prior to entering the pool deck. Note that use of the AED will sound an AED alarm which will be transmitted to the high school main office.

***Coaches should take note of the closest AED to their practice and meet locations.**

EMS Route:

Bethpage High School
10 Cherry Avenue
Bethpage, NY 11714
(516) 644-4100

From Seaford-Oyster Bay Expressway (135) North: Get off at Plainview Road/Plainview (Exit 9) - Make a left at the end of the exit ramp - At the fork in the road, bear right - The high school will be on your left hand side.

The entrance is around the back of the building and the pool is 3 levels down.



Action Plan of the *Bethpage PAL Barracudas Swim Club (BBSC)* to Address Bullying

PURPOSE

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

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

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that BBSC takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

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

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

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or

- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

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

- Talk to your parents;
- Talk to a Club Coach, 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 ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

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

FINDING OUT WHAT HAPPENED

1. **First, we get the facts.**
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.

- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
2. **Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
- a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
 - c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

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

4. Address bullying behavior

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

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

Electronic Communication Policy of the *Bethpage PAL Barracudas (BBSC)*

PURPOSE

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

GENERAL CONTENT

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

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

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life , social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures

Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

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

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

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

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

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

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

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

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

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

TWITTER

Coaches are not permitted to follow athletes on Twitter. Coaches and athletes are not permitted to "direct message" each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

Team Travel Policy for the Bethpage PAL Barracudas Swim Club (BBSC)

Purpose

Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

Section 1 - USA Swimming Required Policies

- a. Club travel policies must be signed and agreed to by all athletes, parents, and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2 - BBSC Policies

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).

- d. 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.
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- k. The directions & decisions of coaches/chaperones are final.
- l. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

Code of Conduct / Honor Code

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.

- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No “deck changes” are permitted. Athletes are expected to use available change facilities.
- f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the Bethpage PAL Barracudas Swim Club. Athlete behavior must positively reflect the high standards of the club (or LSC).
- g. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - i. Dismissal from the trip and immediate return home at the athlete’s expense;
 - ii. Disqualification from one or more events, or all events of competition;
 - iii. Disqualification from future team travel meets;
 - iv. Financial penalties;
 - v. Dismissal from the team; and/or
 - vi. Proceedings for a LSC or USA Swimming National Board of Review.
- h. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- i. Swimmers are to refrain from use of inappropriate language.

Signatures: _____
Swimmer

Parent