

Pendleton Swim Club



Parent/Swimmer

Policies & Handbook

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Pendleton Swim Club

Swimmer/Parent Policies & Handbook



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Mission

To provide a safe environment to develop athletes who work together to excel in the sport of competitive swimming. Our learning goals enable swimmers to perform to the best of their abilities, while working as a team to support and encourage their teammates. We strive to promote the best aspects of swimming through displays of good sportsmanship and healthy competition within the South Madison Indiana community.

Handbook Purpose

To ensure a positive experience for all swimmers and families, parent participation and accountability is essential to the success of the PSC organization. General club information and expectations have been developed and are contained in the Pendleton Swim Club Handbook. This handbook was developed by our board, coaches and parents and is the product of many swim club experiences. New swimmers and their parents/family members are encouraged to read the information contained in this handbook; returning PSC members should periodically review the information contained in this handbook.

All forms of misconduct are intolerable and in direct conflict with the values of USA

Swimming. PSC has a Minor Athlete Abuse Protection Policy in place. This most current version of this document can be found on the Pendleton Swim Club website in the SafeSport section. The U.S. Center for SafeSport, USA Swimming, and the Pendleton Swim Club are committed to safeguarding all our members with the welfare of its athlete members as top priority.

While we hope that this handbook will be a valuable reference to swimmers and their families, we also realize that involvement in the program may seem initially overwhelming. We strongly encourage new families to seek out board members or other experienced swimmers and their family members if there is specific information, questions, or concerns that are not addressed in this handbook. Signing up for the many volunteer opportunities is a great way to become familiar with and become an integral part of the PSC organization. General questions, concerns or suggestions about the PSC program should be directed to a board member. A current list of Board Members will be given out at the beginning of the swim season.

If at any time you have concerns about your child's swimming performance, please contact the PSC Head Coach or your child's coach.



PSC Behavioral Policy

In order for a swimmer to progress and improve his/her skills, regular participation in practice sessions is essential. Swimmers and/or parents (of younger or new swimmers) are encouraged to make sure that the swimmer is ready to enter the water at the designated practice time. Arrival at the pool 10-15 minutes prior to practice is recommended.

Practice times are determined prior to the start of the swim season and may change during the season and/or from season to season. Practice workouts are developed by the coaches and target various age ranges and/or abilities. Swim practice times balance the availability of the community pool and coaches, with the various schedules and needs of our swimmers. Practice times are broken out by skill level, and coaches work to accommodate various abilities within the groups. In general, we do not allow swimmers to attend practices outside of their assigned group bracket. Swim coaches may make suggestions to individual swimmers regarding what practice time, lane or workout is most effective for a swimmer; swimmers and families are strongly requested to respect these suggestions as they are for the benefit of the team as a whole.

Swimmer safety and swim program quality are the top priorities of the PSC. With the large number of swimmers and varied age groups, excessive fooling around cannot only be disruptive but dangerous. PSC Coaches have the responsibility for the safety of all swimmers. Coaches also have the authority during times when swimmers are in the pool, on the pool deck or in the locker rooms. The importance of correct and respectful behavior in the pool, on the pool deck, or in the locker rooms cannot be stressed enough.

If the action(s) of a swimmer, as determined by any of the PSC Coaches, is unsafe, disrespectful, unsportsmanlike-like, uncooperative, detrimental to the team, or potentially harmful in any way, the following actions will be taken:

The athlete's behavior, based on the infraction, will determine the progressive nature of discipline. Possible consequences include but are not limited to the following:

- Verbal or Written Warning
- Parent Conference
- Behavior Modification Plan
- Suspension
- Expulsion

Any use of the below will result in immediate suspension and/or expulsion from the PSC:

- Alcoholic Beverages
- Tobacco Products
- Drugs (other than those prescribed by a physician)
- Weapons
- Unsportsmanlike conduct resulting in endangerment or harm of another swimmer

Terms of suspension shall be outlined by the Head Coach through a Behavior Modification Plan and must be adhered to by those involved in order to be reinstated at the end of the suspension

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period. During the suspension period, athletes will continue as PSC team members and thereby all fees are still due from the athlete and/or family. The athlete cannot be reinstated until all fees are paid in full. In addition, all team support requirements remain the responsibility of the athlete/family.

Terms of expulsion will be removal of the swimmer from the team for the season, or longer depending on the situation.

PSC will not tolerate sexual harassment or intolerance of any kind, including but not exclusive to harassing others because of race, ethnicity, socio-economic status, and/or sexual orientation/identification.

PSC Anti-Bullying Policy

Bullying of any kind is unacceptable at Pendleton Swim Club (PSC) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. PSC is committed to providing a safe, caring and friendly environment for all our members. If bullying does occur, it will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member, staff member, or other trusted adult who can relay the situation appropriately.

Objectives of the PSC Bullying Policy and Action Plan:

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

PSC Locker Room Monitoring Policy

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

Facilities

The Pendleton Swim Club practices at the Pendleton High School Natatorium, Alvin D. Brown Pool in Pendleton, and sometimes other public pools as needed. These locations have changing areas shared with the general public. As such, there are likely to be people who are not associated with PSC in the changing area around the time of practice, such as swim lesson students and Pendleton Heights High School athletes.

Monitoring

Coaches and staff make every effort to recognize when an athlete goes to the locker room or

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changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.

We discourage parents from entering the swimmer locker rooms and changing areas connected to the pool area. Adults must use the bathrooms and changing areas outside of the pool locker room/athlete changing areas.

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach, or an administrator know beforehand so they may assist in locating a changing area you may access. There are also family bathrooms near the pool at PHHS.

PSC has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post coaches inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Coaches and/or PSC Board Members (USA Swimming non-athlete members) conduct these sweeps using two-deep leadership, with women checking on female locker rooms, and men checking on male locker rooms.

Use of Cell Phone and Other Mobile Recording Devices in Changing Areas

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:

305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

Communication

- The primary means of communication for important items and upcoming dates, including meet entry deadlines, will occur via e-mail and through our GroupMe communication, and at our website PendletonSwimClub.com. Please be sure the coach has the parent/family email and not just the swimmer's e-mail.
- Each swimmer has a file folder located at the pool labeled with the family's last name. Meet awards (ribbons and medals) specific to a swimmer are placed in the family folders. Also, once in a while families may get an email letting you know a flyer etc. was placed in your folder. Please check or see that your swimmer checks this folder regularly.
- PSC also uses a bulletin board located just inside the pool entrance and maintains a club website for the purpose of communicating general information. Each of these sources should have duplicate information. Parent volunteers do their best to ensure that the information communicated via email, bulletin boards and the website is consistent and accurate; however, it is still the swimmer/family's responsibility to check their e-mail, team website/bulletin board, and family folder on a regular basis.



PSC Electronic Communication Policy

PSC 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 PSC acknowledges the value of these methods of communication, we also realize 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 U.S. Center for SafeSport's Minor Athlete Abuse Prevention Policies and 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, or
- 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?"

Meta/Facebook, Twitter/X, Blogs, and Similar Sites

- Coaches may have individual social media pages, but they are not permitted to have any athlete member of PSC join their personal page as a "friend," even if it is a professional account.
- Coaches and athletes cannot "private message/direct message" each other through social media and are not permitted to "instant message" each other.
- PSC has an official Facebook/Meta page that athletes and their parents can join for information and updates on team-related matters.



Texting

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 8:00 am until 8:00 pm. Preferably, a parent/guardian will be included on the chats/text.

There are only 2 exceptions in relation to appropriate times during the day. The first is allowing swimmers and coaches who have 5:00 am-7:00 am practices, to text during those times only in the event of an emergency situation (i.e. a swimmer's car breaks down on the way to practice).

The second is for those swimmers whose practice goes until 8:30 pm. They may text their group coach up until 9:00 pm, but only in the event of an emergency situation.

All texting between coaches and swimmers shall only be used for the purpose of communicating information directly related to team activities.

PSC Photography Policy

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

- The publishing of a photograph of swimmers under 18 either on a notice board or in a published article or video recording (including video streaming of swimming competitions) should only be done with parents' consent.
- A parent or guardian has the right to refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing.
- All photographs must observe generally accepted standards of decency.
 - Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
 - Action shots should not be taken or retained where the photograph reveals a torn or displaced swim suit.
 - Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
 - Photographs should not be taken in locker rooms or bathrooms.



PSC Meet Declaration Policy

Swim meets consist of both home and away meets and are typically held on the weekends. The swim meet schedule is available on the PSC website.

Families will be required to declare their meet intentions on the Team Website for each meet their swimmer is eligible.

- All families will need to log in and indicate whether their athlete(s) will or will not be available to attend each swim meet that is available to the swimmer (choose Attend or Decline*):
- Coaches may enter eligible swimmers into meets unless DECLINED. ***Parents may initially choose events for their swimmer(s); however, coaches will have final say in whether that swimmer is ready for such events. If the coach does not feel the swimmer is ready, the coaches may remove the swimmer from the event and coaches should initiate conversation with parent.**
- Families will be able to change their declarations any time up to the declaration deadline, and need to do this through the website.
- There will be no changes allowed to the swimmer's declaration after the closing declaration deadline has passed!
- Families will be responsible for all associated meet fees if **DECLARED** to swim, regardless of attendance at meet!

PSC Preliminary/Final Meet Participation Policy

The following guidelines will govern procedures used at Prelim/Final Meets.

- Any qualifiers and alternates in a preliminary event should be prepared to return and compete at a finals session, due to potential scratches. After the scratch deadline passes, a swimmer should check the final results to see if he/she has been scratched into a final.
- Meets usually have specific rules governing finals attendance for qualifying swimmers. Communication with coaches is important so that eligibility for the remainder of the meet is maintained.
- PSC coaches make the final decision whether alternate swimmers need to report for finals session. Families should stay in contact with the coach via the meet GroupMe or designated channel.

PSC Apparel Policy

Pendleton Swim Club is a competitive program and we want to look professional as a team on the deck. Currently PSC is under contract with Arena. For our members that means *PSC swimmers should be in Arena gear only*. Team suits are already Arena products. By abiding by these contract rules, Arena gives our members discounts on technical suits based on their level of qualification, as well as discounts to the club. For any question pertaining to the sponsorship, please contact the PSC Head Coach.

The uniform requirements are as follows for apparel **at competitions**:

- All PSC swimmers must wear the required Arena team suit

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- All PSC swimmers are required to wear the designated team t-shirt
- All swimmers that choose to wear a swim cap are required to wear the designated team cap
- For Technical suits, please see the Technical suit policy below

Please purchase your practice and competition swimming apparel and equipment at Elsmore Swim Shop (4705 East 96th Street, Indianapolis, IN 46240; www.elsmoreswim.com) and make sure they know you are a PSC swimmer. Arena keeps track of our purchases at Elsmore and that determines our contract upon renewal. You receive a substantial discount on purchases from Elsmore Swim Shop.

PSC Technical Suit Policy

Technical Suit Guidelines

Team suits are always expected at meets. Certain meets, however, are deemed as Performance Meets by the coaching staff and technical suits **may** be worn at these meets in lieu of the team suit. In order for us to honor our sponsorship by Arena, all PSC athletes **MUST** have an Arena Tech Suit if wearing one. **Coaching staff makes final determination when to wear and not wear technical suits in meets. Please always follow guidance from your immediate group coach.**

Technical Suit Policy

Technical suits are defined by USA Swimming as any male or female suit with **any bonded or taped seams** regardless of its fabric or silhouette. Any suit with **woven** fabric extending past the hips regardless of seams is a Technical racing suit as defined by USA Swimming.

Any 13 and over PSC athlete having achieved a Sectional cut or State cut should have a Technical Suit. Work with Elsmore Swim Shop to determine options which meet PSC and USA Swimming criteria. 13 and over PSC athletes who do not have these cuts yet should consult with their coach on whether they need a Technical Suit.

No true Technical Suit may be worn by any **12 and Under** USA Swimming athlete member in competition at any sanctioned, approved or observed meet. This rule is in effect for all USA Swimming competitions in the United States with the **exception** of Junior Nationals, US Open, National Championships and the US Olympic Trials. Therefore, if a 12 and Under athlete qualifies for one of these four events then the athlete may compete in a Technical suit as noted for 13 and over athletes.

12 and Under athletes competing in meets lower than Junior Nationals may wear a FINA approved suit that has the FINA logo with the approval of their coach. FINA approved suits for 12 and Under athletes consist of a **knit fabric** suit with **sewn seams** that can extend to the knees and is not considered a technical suit.

If you or your athlete have questions, please contact the PSC Head Coach.



PSC Inclement Weather Policy

PSC holds practices in both indoor and outdoor facilities. There are circumstances from time-to-time in both situations that warrant practice delays and/or cancellations. When threatening weather is in the area, we recommend that parents stay and watch practice, remain in close proximity to the pool, and/or arrange for a ride home for their swimmer if practice is called off early due to weather conditions.

During the winter season, PSC is subject to the weather-related decisions made by the South Madison Community School Corporation. If the SMCSC District cancels school for the day, then all practices are automatically canceled. In the event that the district allows PSC to hold afternoon practices, communication will be sent by 2 pm to all registered swimmers. The updated practice schedule will also be posted on the PSC-online calendar.

PSC Event Support Policy

PSC may host splash meets (just for PSC) or Invitational meets during Short or Long Course. The biggest benefit of hosting these meets is these provide our athletes with high-quality competition, while minimizing travel expenses for our families. Volunteer support is essential to our success.

For every PSC hosted meet, families must provide support regardless of whether or not their swimmer(s) are participating in the PSC hosted meet. Plenty of notice of required need for volunteers will be provided in advance.

For single session meets, PSC will typically need timers and other support staff. For multi-session meets, PSC will need support for each session and will need families to work at least one session per the meet.

Families who do not sign up to help at designated "required meets", or who sign up but do not have a representative show up for their scheduled slot, will be assessed a financial penalty of \$75 per session not worked per meet.

Fundraisers

PSC is a non-profit organization registered under Section 501(c)(3) of the Federal Tax Code. PSC operates on fees paid by swim program participants and on various fundraising events held throughout the year. PSC conducts fundraisers in order to keep the season swim fees as affordable as possible for its families. Any new ideas or suggestions for fundraising opportunities are welcome and encouraged.

As an incentive, the PSC Board may approve to provide a percentage of the funds raised by a swimmer to be placed in the swimmer/parent PSC account for use toward meet fees, practice fees, club apparel etc. Any unused money in the PSC swimmer/parent account will be forfeit and moved back to the PSC general funds if all swimmers in a family are no longer registered with PSC. Any monies earned through fundraising for PSC will not be disbursed directly to parents/swimmers/families.



PSC Birth Certificate Policy

Since swimming is an age-defined sport with the competitor's age determined **to the day**, Indiana Swimming requires a copy of a birth certificate or another approved date of birth proof to be sent with all registrations for all swimmers aged 18 or under.

Upon registering with PSC any swimmers 18 or under, a copy of birth certification must be supplied. After proof of age is supplied to Indiana Swimming for the new athlete, the copy will be shredded. Birth certificates are required for *new* swimmers only. If a birth certificate is unavailable, a copy of a passport, driver's license, alien registration card issued by the United States government, a certificate issued by the Immigration and Naturalization Service attesting to age, a certificate of an American citizen born abroad issued by the appropriate government agency, or document on school letter head will be accepted. Hospital, baptismal, or religious certificates will not be accepted.

If a parent is unwilling or unable to produce ANY proof of age, that swimmer will have a PROBATIONARY registration. Upon receipt of registration and payment from the club, that swimmer will be registered with USA Swimming. This allows the team to be in accordance with all insurance and liability requirements. However, *this swimmer will not be able to compete* until proof of age has been provided to the Indiana Swimming office. Any competing swimmer who has not confirmed their date of birth and appears on the post-meet report run by USA Swimming will incur a \$100 fine per meet occurrence. This fine falls under USA Swimming's false registration rule.

PSC Team Travel Policy

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 another team activity that is planned and supervised by the club or LSC. See the PSC website for details of our Team Travel Policy.