



**Colonel Crawford  
Swim Team  
Handbook**

2021-22 Season





## Registration for 2021-2022 swim season is here!

Please register your swimmers on the website [www.ccsteagles.com](http://www.ccsteagles.com) beginning July 26, 2021.

Please read this handbook in its entirety as it contains important information needed throughout the registration year.

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Dear CCST Families,

Welcome to the 2021-2022 swim season! First, let me start by thanking you for your care and commitment to the Colonel Crawford Swim Team. There are countless people working behind the scenes for the benefits of our athletes. It takes dedication, hard work, and serious investment of time to keep CCST running. Our organization is successful because of people like you. The impressive successes are a direct result of our collective effort: thank you doesn't begin to do it justice, but please know your efforts are valued and appreciated.

I believe success comes from focusing on the process, not the result. The Colonel Crawford Swim Team is performance minded and process driven. School will teach you about books, how to pass a test, and give you knowledge and how to succeed, but swimming teaches you about life.

As a parent of three kids, I understand the competitive nature of youth sports. Everyone wants to win, and they want to win NOW! As parents, there are times we judge ourselves by how our kids rank versus other kids, When I feel like doing this, I ask myself (wife), what is this going to mean for the swimmers five years from now?

Our mission is to develop an all-around swimmer no matter the level. Volume, training intensity, and weight training all can wait. Our goal is to have our athletes swimming their fastest as they leave the Colonel Crawford Swim Team. This is not an easy task, nor do we always achieve this goal, but this is the perspective we take when we think about each athletes group assignment, time in the water, skills learned, etc. Athletes at young ages need to enjoy the sport for the sport itself, acquire the skills that will serve them as they age, develop a great attitude about the sport we love, create lasting relationships, and embrace how to do things the right way.

It is our goal at Colonel Crawford Swim Team to be the best youth sports organization it can be. We want to be a community club with a national presence. We want to help everyone in Crawford County and surrounding communities learn to swim, and we want our athletes to strive to be the very best. Your support allows us to live this vision. So, thank you again for your support, we look forward to working with you and your athlete during this exciting time. Go EAGLES!

Mike Holtzapfel  
Head Coach



Welcome to the Colonel Crawford Swim Team!

The following pages contain important information from the “dry” side of the club, including answers to frequently asked questions: payment to the club, financial policies, Electronic/social media policies, travel policy, bullying policy, and other team policies.

**\*\*\*Please read the handbook for important policy information and updates to service opportunities and Safe Sport/MAAPP.\*\*\***

You can also find team rules, code of conduct, Safe Sport and MAAPP, electronic communication policy and bullying policy, and other swimming interests located on the CCST website.

**CCST SWIM TEAM PHILOSOPHY AND EXPECTATIONS:** CCST swim practices prepare swimmers to compete at their level of competition. CCST encourages swimmers to compete at the highest level meets they are qualified to attend. CCST prepares a plan each season to help swimmers reach their peak performances at the championship meets at the end of the season (8 & under Champs, Regional, Age Group Champs, Senior Champs, Sectionals, and National meets). Swimmers and their families are encouraged to view these meets as a priority.

To prepare for competition at swim practices, CCST swimmers are expected to:

- Be prompt
- Be respectful
- Listen and follow directions
- Focus on the task
- Leave each practice with a sense of accomplishment
- Display good habits
- Work hard on improving technique and fitness level
- Be self-disciplined
- Cooperate and work together

CCST’s priority is to develop well behaved, hard-working athletes. CCST’s philosophy is that a strong work ethic and discipline are life skills that will benefit participants in the sport of swimming and other areas of the athlete’s lives (church, school, family, and work). Swimming is a sport where “you get what you work for”. CCST provides practice opportunities and an environment for each swimmer to develop to their full potential. The coaching staff is responsible for providing a safe, well-supervised practice session on a daily basis so swimmers can succeed.



## FINANCIAL RESPONSIBILITIES

1. Fall/Winter team fees: \$150.00 per swimmer for full time athletes. First payment of \$75.00 is due by September 7th and second payment of \$75.00 due by December 15th. Athletes competing on their school junior high or high school team will pay \$75.00 for the season. Junior high swimmers may practice with CCST September & October and then after the junior high champs in mid-December. High school swimmers may practice September & October and then after their tournament season is complete in February. Junior high and high school swimmers are not eligible to compete at USA meets once their scholastic competition has started until completion.
2. Most invitational meets have a per event fee and some have now changed to a meet fee, plus a \$3-5.00 surcharge by the host team. Entry fees will be billed for the meet in which the expenses were incurred. **Often times we will send entries in over a month prior to the meet to guarantee our spot in the swim meet. Therefore, once a swimmer is signed up, you are responsible to pay for it even if the swimmer ends up not attending.**
3. At the beginning of each season or upon yearly renewal, there is an additional fee charged to cover the yearly Lake Erie Swimming and United States Swimming dues and insurance. For 2022, this fee is \$76.00 per swimmer.
4. There may also be fundraising projects sponsored by the club during the year which involve the entire family. Families helping to make fundraisers a success is the primary reason behind our club's survival; through fundraising we keep our dues the lowest of any USA swim team in the area. Minimum fundraising limits will be set.
5. Families are responsible to notify the club Treasurer, if there is a problem with payment. **Swimmers who fail to pay 2 consecutive meet fees will be made inactive until their bill is reconciled with the Treasurer.**



## **PRACTICE PROCEDURES**

1. The coach and swimmer are working together to improve skills. The coach is the partner that guides the individual swimmers.
2. The swimmer should be prompt at practice. If a swimmer arrives at the pool too early, he or she may disturb the swimmers in the pool. Please wait in the hall until it is our practice time.
3. The swimmer should come prepared with goggles, racing suit, swim cap and towel. We also suggest purchasing your own fins for use during practices.
4. Parents may watch your swimmer practice and visit with other parents. Please be considerate of the swimmers and coach on deck. Do not try to communicate with your swimmer during practice. If it's an emergency, please let the coach know.
5. The coaches are very busy with swimmers during practice. Their job is to pay full attention to the swimmers. **PLEASE DO NOT TALK TO THE COACHES DURING PRACTICE.** The coaches are available to speak with you after practice and during the day and/or evening by phone.
6. At times the locker room may not be available for the swim team due to home volleyball or basketball games. We will try to let you know ahead of time.
7. Ask your swimmer about practice sessions. This shows your interest in the swimmer and his or her activities.
8. **Absolutely NO** cell phones, ipads, cameras, recording devices are allowed in the locker room. Please leave all devices in your bag. Also, USA swimming does not allow cameras, phones, recording devices behind the starting blocks. If you see someone breaking this rule, please inform the coaches.
9. Swimmers are expected to attend a minimum of 50% of the practices.

## **DISCIPLINE**

Discipline problems will be dealt with individually.

Swimmers **MUST** understand their responsibilities to their coaches, the personal property of others and the Colonel Crawford School District.

Deviant and/or inappropriate behavior will be dealt with immediately in the form of discussion between athlete, parent and coaches and result in possible temporary or permanent suspension.



## MEET SCHEDULE

A tentative meet schedule for the year will be posted on the website and published on the Facebook page.

## SIGNING UP FOR A SWIM MEET

1. Swim meet sign-up sheets will be in a folder on the upper deck at the pool. Please include your swimmer's name and the days he/she can participate in a given meet. You can choose which events your swimmer will participate in or you can have the "coach pick" for individual events. Make a special note of warm-up time and meet start time as this is especially important, especially since we travel to the Columbus/Cleveland area for many of our meets.
2. Please ask the coaching staff if you have a question on which meet to sign up for. Your swimmer will only be signed up for meets he/she and you have submitted an event form for.
3. Relays at swim meets display the character and spirit of the team. Three swimmers are counting on you to cooperate and to perform your best. For most swimmers, relays are more fun than swimming individual races because of the team aspect. In addition, most swimmers can swim faster times on relays than in the individual races, not just because of the relay start, but because of the team element. **All swimmers on the relay team are of equal importance.** The combination of the 4 creates the result and total time. No one swimmer can make or break a relay team. The coaching staff determines relays based on swimmers' "best times". Often swimmers complain about not being able to swim their favorite stroke or position on a relay. Being on a relay is an honor and a privilege. The coaches determine the relay order by what is the best combination for that entire relay team. For the relay to have a chance to perform effectively, the CCST swimmers and parents must cooperate with the coaches' decision. Occasionally the relays posted on the CCST meet sheet may change. The change may be due to inappropriate behavior by a swimmer or swimmers. **Remember that being a part of a CCST relay is both a privilege and an honor.** CCST swimmers need to act appropriately to swim relays. Performances at the current meet may also be reason to change relays. (If Sally is having a super meet and on Saturday swims faster than Susie's best time in the 50 free, on Sunday, Sally will take Susie's spot on the 200 free relay.) The coaching staff also considers swimmers' attendance, commitment, and work ethic to determine who deserves the opportunity to swim relays. If your child is on a CCST relay please make sure your child attends the meet. Three other swimmers are relying on your child. Please respect the coaches' decisions.
4. Families will be billed for the meet events they register for, even if they do not attend. Relay fees will be billed once a relay team is established.



## MEET PROCEDURES FOR SWIMMERS

1. EQUIPMENT RECOMMENDED: suit, towel(s), goggles, CCST team caps, sweats, water bottle, food, blanket or sleeping bag.
2. DIET BEFORE MEET: The coach recommends that parents do not abruptly change the swimmer's diet. At all times keep a balanced diet. High carbohydrate foods the day before the meet are good. Keep the junk food to a minimum. At the meet a swimmer should eat enough food to stay fueled and drink lots of water or sports drinks to stay hydrated.
3. Check in with coach upon arrival to the meet. **If you are unable to attend a meet after signing up, please call/text Coach Mike at 419-512-1094. Remember that if you were assigned a relay, three swimmers are counting on you!**
4. Swimmers are expected to arrive at the meet on time. The warm-up and starting time will be listed on the information sheet that you saw when you filled out the meet entry form, as well as on the Facebook group. Some meets require a positive check-in where you must "circle in" about 45 minutes before the meet starts.
5. Swimmers should check in with the coach before and after each event that they swim.
6. Swimmers should sit in team area and be accessible to the coach at all times.
7. Swimmers are responsible for getting themselves to the starting area when their event is called. For swimmers eight-years-old and younger there is usually a "bull pen." This is a specific area designated for the younger swimmers to go when their event is announced in order to help them get to the proper lane.
8. Swimmers must check with the coaching staff before leaving a meet!

## TEAM ATTIRE

Caps are sold for \$12.00 and can be purchased at the pool. Team caps are required at all competitions if the swimmer wears a cap. We may also have a Team Spirit Wear order placed during the season.

## UNDERSTANDING TIME STANDARDS

For many meets, a certain time must be achieved in order to qualify for that particular meet. In competition, a swimmer is a "C" level swimmer in each event until an "A" or "B" time is attained in a given event at a meet. "A" and "B" time standards are posted on the on the Lake Erie Swimming website ([www.lakeerieswimming.com](http://www.lakeerieswimming.com)). As your swimmer improves, he/she can also find Sectional, Zone, Junior National, US Open, and National time standards on the Lake Erie website and the USA swimming website. Please ask one of our coaches if you have further questions about time standards.





## COMMUNICATIONS

CCST communication is an essential part of our well-organized team and is vital to total team function. Team communication can be found the following places:

- 1.. The Team Box on the upper deck contains your family folder and other folders with important communications such as calendars, meet entry forms, and special events.
2. The website is perhaps the best, most comprehensive, resource for club communication: [www.ccsteagles.com](http://www.ccsteagles.com). We also have a closed USA Facebook group.
3. General membership meetings are held periodically during the short course season for discussion of objectives, financial and fundraising reports, and swimmer/parent activities.
4. Periodic text announcements will be sent out for communications such as practice cancellations. We use the REMIND app for this. Text the message @ccsteagles to the number 81010 to join the CCST text group. **Due to USA regulations concerning communication with a minor, swimmers must have a parent in the texting group too.**
5. With these areas of communication offered, it is your responsibility to keep informed.



# USA SWIMMING CODE OF CONDUCT AND SAFE SPORT

As a member of USA Swimming, CCST follows their Rules & Regulations and Safe Sport policies.

Rules & Regulations: <https://www.usaswimming.org/utility/landing-pages/governance-lsc/rules-regulations>

Safe Sport: <https://www.usaswimming.org/utility/landing-pages/talking-about-safe-sport>

## Safe Sport and MAAPP Policies

In conjunction with the US Center for Safe Sport, USA Swimming has mandated an overlay of the Minor Athlete Abuse Prevention Program (MAAPP) for all member clubs. CCST is dedicated to maintaining a safe and positive environment for our athletes. More Safe Sport and MAAPP information, including allowable waivers for some MAAPP restrictions, are on our website, [www.ccsteagles.com](http://www.ccsteagles.com) under Safe Sport. Every family is required to acknowledge receipt of the MAAPP policy each year at the time of registration. Important MAAPP requirements will be in place at all meets, and parents and volunteers will be required to understand their part in maintaining a safe environment for all athletes. The MAAPP policy follows below.

### THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

Collectively “Applicable Adult(s)”

### GENERAL REQUIREMENT

USA Swimming member clubs and LSCs 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, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

### ONE-ON-ONE INTERACTIONS

#### I. Observable and Interruptible

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor’s legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

#### II. Meetings

- a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
- b. 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.
- c. Meetings must not be conducted in an Applicable Adult or athlete’s hotel room or other overnight lodging location during team travel.



### III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the club.

### IV. Individual Training Sessions [Recommended]

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

## **SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS**

### I. Content

All electronic communication from Applicable Adults to minor athletes must be professional in nature.

### II. Open and Transparent

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

### III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC or by an Applicable Adult 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.

### IV. Hours

Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

### V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult 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" the club and/or LSC's official page. Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.



## TRAVEL

### I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

[Recommended]

Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

### II. Team Travel

a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

b. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete.

Team travel is travel to a competition or other team activity that the organization plans and supervises.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.

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

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



## **LOCKER ROOMS AND CHANGING AREAS**

### **I. Requirement to Use Locker Room or Changing Area**

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

### **II. 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 Applicable Adult is prohibited.

### **III. Undress**

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.

### **IV. One-on-One Interactions**

Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

### **V. Monitoring**

The club 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:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. 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.

### **VI. Legal Guardians in Locker Rooms or Changing Areas**

Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.



### **MESSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES**

I. Definition: In this section, the term “Massage” refers to 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.).

II. General Requirement: Any Massage performed on an athlete must be conducted in an open 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.

### III. Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to the club.
- b. Legal guardians must be allowed to observe the Massage.
- c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
- d. [Recommended] 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.

## **Parents and Swimmers 12 & Up:**

Please take the Safe Sport training course. Athletes must take “Safe Sport for Athletes” and parents must take “Safe Sport for Swim Parents.” The whole process literally takes 10-15 minutes, and it is free. This really is important, and the team requires it in order to become Safe Sport Recognized. Please help us get there.

Go to <https://learn.usaswimming.org>

## **Adult Athlete APT Certification:**

Effective June 23, 2019, all athlete members 18 years of age and older must satisfactorily complete the US Center for Safe Sport Athlete Protection Training (APT) Program every 12 months. Athletes who are not certified within 30 days after their 18th birthdays or do not renew their certification every 12 months will not be permitted to participate in USA Swimming activities like sanctioned swim meets and practices.

Adult Athletes can access the certification site here: <https://www.usaswimming.org/utility/landing-pages/safe-sport/apt>



## **Action Plan of the Colonel Crawford Swim Team (CCST) to Address Bullying, Updated July 2020**

### **PURPOSE**

Bullying of any kind is unacceptable with Colonel Crawford Swim Team (CCST) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. CCST 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 CCST's Bullying Policy and Action Plan:**

- 1 To make it clear that CCST 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 Colonel Crawford Swim Team takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

### **WHAT IS BULLYING?**

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

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

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

### **REPORTING PROCEDURE**

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

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to CCST 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:
  - 1) What is the history between the kids involved?
  - 2) Have there been past conflicts?
  - 3) 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.
  - 4) 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 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:
  - 1) 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.





- 2) Develop a game plan. Maintain open communication between CCST 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 another. For example:
  - 1) 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.
  - 2) 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 child who bullied in making amends or repairing the situation. The goal is to help them see how their action affect others. For example, the child can:
  - 1) Write a letter apologizing to the athlete who was bullied.
  - 2) Do a good deed for the person who was bullied, for CCST, or for others in your community.
  - 3) Clean up, repair, or pay for any property they damaged.
- e) Avoid strategies that don't work or have negative consequences:
  - 1) 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.
  - 2) 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.



## Travel Policy & Requirements

Meets designated as “Team Travel” are defined as meets where the coaching staff and designated team chaperones transport and supervise the swimmers for the duration of the trip. Parents are welcome to attend travel meets, however they must provide their own transportation, lodging and meals. Furthermore, parents and others who are spectators are asked to provide distance from their swimmers allowing them to remain and bond with their teammates and coaches during the trip uninterrupted.

The following requirements apply to ALL meets designated as Team Travel Meets:

1. Only swimmers ages 13 & older will be able to travel with the team to meets. The stipulations for team travel only apply to those on the team travel trip. Swimmers who are 12 years old or younger can still attend certain meets that have been designated as team travel, but they must travel, room, and stay with their parents. Coaches of swimmers 12 and younger will supervise the swimmers during the swimming portion of the trip. Parents/guardians are responsible for all supervision away from the pool.
2. All swimmers must abide by the rules for team travel. No alternate accommodations will be given to anyone at any time.
3. When swimmers are given permission to travel home from the meet with their parents, they may do so ONLY after the final swim for our team has been completed for the entire meet. No one will be permitted to leave the meet before all swimmers have completed their races.
4. Swimmers must stay with the team at all times. No one will be given permission to miss a team meal or leave the team hotel (or the pool) for any reason other than the meet or unless there is an emergency situation.
5. All swimmers must abide by the team rules and travel code of conduct. Swimmers in violation of any team rules or the travel code of conduct will be issued what the coaching staff deems to be the appropriate punishment. THIS MAY INCLUDE IMMEDIATE DISMISSAL FROM THE MEET AT THE EXPENSE OF THAT SWIMMER’S PARENTS/GUARDIANS. YOU ASSUME THIS RISK WHEN AGREEING TO ATTEND TEAM TRAVEL.
6. All coaches and chaperones must sign and abide by the travel chaperone guidelines and code of conduct (revised in 2010 to abide by new USA Swimming athlete protection rules and guidelines).
7. All swimmers must abide by the team uniform policy at all times.
8. Swimmers of families whose team accounts are delinquent in any way will not be permitted to attend meets designated as team travel.
9. If a swimmer, parent, or guardian is unable or unwilling to abide by ANY of the requirements of or for team travel, the swimmer will not be permitted to attend the meet in any capacity.



### **USA Swimming Required Travel Policies:**

(These policies are required addendums to our team travel policies by USA Swimming)

- a) Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
- b) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
- 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).
- 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.

### **Additional Travel 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.
- d) When only one athlete under the age of 18 and one coach travel to a competition, the swimmer **MUST** be accompanied by at least one of their parents or guardians.
- 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 room.
- f) A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g) Team officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h) Team officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i) Curfews shall be established by the team 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 theaters, etc. swimmers will stay in groups of no less than three persons.
- 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 leadership and the parent or legal guardian of any affected minor athlete.



## Electronic Communication Policy of CCST

### **PURPOSE**

The Colonel Crawford Swim Team (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 **Transparent, Accessible** and Professional.

**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. *Under MAAPP guidelines, electronic communication with a minor athlete must include parent or legal guardian. Whenever possible, include a parent or legal guardian in communication with 18+ athletes in CCST club swimming to maintain accessible and transparent communication.*



**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, INSTAGRAM, BLOGS, AND SIMILAR SITES**

Coaches may have personal social media pages, but they are not permitted to have any athlete member of the Club connect their personal page as a “friend.” A coach should not accept any “friend” requests 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” (PM) or “direct message” (DM) each other through social media (e.g., Twitter, Facebook, Instagram, Snapchat). Coaches and athletes are not permitted to “instant message” (IM) each other through any social media (e.g., Twitter, Facebook, Instagram, Snapchat) or SMS methods.

The Club has official Facebook, Instagram, and Twitter pages that athletes and their parents can “friend” for information and updates on team-related matters. Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

### **TWITTER**

The Club may have an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to PM, DM, or IM each other through Twitter.

### **TEXTING**

Subject to the general guidelines mentioned above, texting is allowed between coaches and high-school age athletes (enrolled in 9<sup>th</sup> grade and above) during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities. *With MAAPP, every digital communication between a minor athlete and a coach must include a parent or guardian.*

### **EMAIL**

Athletes and coaches may use email to communicate. *With MAAPP, every digital communication between a minor athlete and a coach must include a parent or guardian.*

### **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.



## **Electronic Communication Policy of CCST, cont.**

### **ATHLETE SOCIAL MEDIA POLICY**

As representatives of CCST you have the responsibility to portray your team and yourselves in a positive manner. In addition to the agreed upon behaviors in the Swimmer and Parent Codes of Conduct, if you participate in any electronic communications (e.g., texting, email), interact on social networking site(s), or use social media (e.g., Twitter, Facebook, Instagram, Snapchat) you must avoid inappropriate and offensive behaviors. If a club representative's social media profile and its contents or other electronic communications are found to be inappropriate in accordance with the behaviors listed below, he/she will be subject to disciplinary action in accordance with the CCST's Disciplinary Procedures (swimmers) or the Parent Code of Conduct.

### **OFFENSIVE BEHAVIOR EXAMPLES**

Examples of inappropriate and offensive behaviors may include, but are not limited to, depictions or presentations of the following:

- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco.
- Content online that is unsportsman-like, derogatory, demeaning, defamatory, or threatening toward any other individual or entity (for example, derogatory comments regarding another swimmer or club)
- Any communications including posts depicting or encouraging unacceptable behaviors such as violent or illegal activities (for example, sexual harassment, vandalism, underage drinking, or illegal drug use).

### **REMEMBER**

- Always present a positive image and don't do anything to embarrass yourself, your team, your family or the Club.
- The Internet is permanent. Anything posted online is available to anyone in the world. Any content you post is completely out of your control the moment it is placed online, even if you limit access to your page.
- Don't post anything you wouldn't want your coaches or parents/guardian to see.
- Your social media content can and will be reviewed by both potential higher education schools and potential employers.



## Frequently Asked Questions

### **Q: What is the purpose of Colonel Crawford Swim Team?**

A: Our mission is to inspire swimmers to be champions in life through perseverance and discipline while building confidence, self-esteem, lifelong friendships and fond memories. Our vision is to be a nationally ranked and recognized club that creates avenues for all athletes to achieve their full potential.

### **Q: What are the practice groups?**

A: Colonel Crawford Swim Team recognizes that every swimmer develops at different rates, responds to different levels of conditioning and has different long-term interests. Workouts are tailored by the staff to meet the overall goals of the program, the progressive goals of the swim group, and the goals established by the swimmer. The club is divided into 3 groups based on ability.

## **GROUP DESCRIPTIONS**

### **EAGLES (BEGINNING GROUP):**

The Eagles group is the first group for beginning swimmers. Eagle swimmers will learn the basics of competitive swimming, breathing, pull, kick and streamline. Time is spent on drills to learn good technique. Swimmers will learn the basic rules and mechanics of all four strokes and be introduced to starts, turns, and finishes. Some time is spent on conditioning. New swimmers will have fun while learning to swim, start and turn correctly before moving on to our next group. This group might only swim one hour per practice until their skills become more proficient.

### **BLACK EAGLES (INTERMEDIATE GROUP):**

Black Eagles continue to work on perfecting stroke mechanics in all four competitive strokes. Black Eagles swimmers learn to do small sets and swim a bit more than the Eagles group. Rules of swimming, kicking, and stroke perfection will be a big focus in this group.

### **GOLDEN EAGLES (ADVANCED GROUP):**

Golden Eagles include all swimmers who are advanced swimmers. Aerobic and physical training will be the focus of this group along with education in stroke mechanics, and race preparation. Golden Eagles swim group will be structured to allow each athlete to reach his or her highest potential.



**Q: My child is involved in other activities - does he/she need to attend every practice?**

A: We'd like all swimmers to attend 50% of the practices (JH/HS swimmers do not need to attend, but may attend with their coach's permission, during their school team season.) We encourage our swimmers to have multiple interests and understand that there will occasionally be conflicts. That being said, it is important to remember that your child will get out of swimming what they put into it, so it is important to keep expectations in line with the reality of your child's practice habits.

**Q: Is there a separate swim team at the middle school and high school levels?**

A: In addition to the various club programs available in our community, the **Colonel Crawford School District** sponsors both a middle school swim team and a high school swim team. CCST members typically participate in the school programs, as well, but one does not need to be a club member in order to swim for the middle and high school swim teams.

**Q: Will my child know other swimmers?**

A: Many CCST members are Colonel Crawford residents who attend school with your children. We are also an "open club" meaning non-Colonel Crawford residents may join. The teams practice together for 3 or more days each week which provides the swimmers opportunities to make excellent and long-lasting friendships. Swimmers often get to know each other at swim practices, meets, and CCST functions all year long!

**Q: How do I find out more about the CCST programs?**

A: General questions can be sent to **Coach Mike at [ccswimmers@gmail.com](mailto:ccswimmers@gmail.com) or on the team website: [www.ccsteagles.com](http://www.ccsteagles.com)**

**Q: Does my child have to compete in meets?**

A: Meet attendance is strongly encouraged as a means to measure your child's progress. Most of our swimmers compete in swim meets, on average, about once or twice per month. Swim meets are structured by ability so that faster swimmers tend to swim against faster swimmers, and slower swimmers compete against swimmers of the same ability.

Our coaching staff are great at emphasizing that swimmers are ultimately competing against themselves. One of the best things about swimming is that it allows for precise measurements of performance (swimming races are timed to the one hundredth of a second) and every time a swimmer races, they have an opportunity to perform a personal best time. This is how we measure progress—by comparing your child to what they have done previously, not by whether he or she achieved a certain overall standing or whether they beat a particular swimmer from another team.

**Q: Who determines what event my child will swim at a meet?**

A: You may pick your swimmer's events; however, it may be reviewed by their coach and the coaching staff which determines appropriate events for swimmers. CCST believes in well-rounded athletes and emphasizes long term development. Coaches work to provide the appropriate challenge for every athlete at each competition. Most meets have no qualifying standards, however, there are some meets with qualifying times. Usually the more experienced your swimmer, the more likely they will see qualifying standards at meets. Most meets have entry limits that cap the number of events a swimmer can compete in on a daily basis and/or for the entire meet. Occasionally, host clubs limit the number of participants in certain events due to timeline constraints.





**Q: How is it determined when coach attends the meets?**

A: Colonel Crawford Swim Team is fortunate to have coaches attend the meets even if only a couple are attending a meet. If there are less than 4 entered, it's up to the coaches to decide if they will attend. If no coach is present, you will be assigned a coach at the meet.

**Q: Does CCST recognize the swimmers' achievements?**

A: At the conclusion of the short course season, CCST has its annual banquet, which is dedicated to recognizing the efforts and achievements of our swimmers. This is fun-filled night where the swimmers of all ages are awarded for their accomplishments.

**Q: How is the club funded?**

A: Colonel Crawford Swim Team has a small annual budget. Team fees and fundraisers help keep our team running. At this time, coaches are volunteers for the team.

**Q: Who do I talk to if I have a concern or question?**

A: Most operational questions can be answered by e-mailing Coach Mike at [ccswimmers@gmail.com](mailto:ccswimmers@gmail.com). Practice questions should be directed to your swimmer's coach. Governance questions about policies or budgets should be directed to a member of the board.

**NEED MORE HELP?**

We hope that we have addressed any questions you may have about our program. If you have any additional questions please contact our Head Coach



## CONTACT INFORMATION

CCST website: [www.ccsteagles.com](http://www.ccsteagles.com)

Facebook Group - Please ask a coach or Kristin Rickel to add you to the private group.

REMIND - quick text messages. To join, text the message @ccsteagles to 81010

## Coaches

- **Head Coach Mike Holtzapfel -- Can be reached at 419-512-1094 or [ccswimmers@gmail.com](mailto:ccswimmers@gmail.com).** Coach Mike is the one to contact if you have questions about the team or cannot attend a meet once entered. **This should be your first contact.**
- **Coach Dennise Holtzapfel - 419-512-1096 or [holtzapfel2@aol.com](mailto:holtzapfel2@aol.com)**

## CCST Board

- **President/Treasurer**, Kristin Rickel - 419-543-1841 or [krickel@columbus.rr.com](mailto:krickel@columbus.rr.com). Kristin is the one to contact if you need to enter a meet.
- If you would like to be a member of the parent board, please see Coach Mike or Kristin Rickel. You must be a non-athlete registered USA member, cost is \$76.00.



## CCST CODE OF CONDUCT: ATHLETES

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By signing this code of conduct, 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. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- 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.

## CCST CODE OF CONDUCT: PARENTS

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the 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 first to head coach; then, if not satisfied, to the appropriate supervisor.



## CCST Team Handbook

### Signature Page

I acknowledge that I have reviewed the information in the CCST Team Handbook.

Parent Name (Please print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Swimmer's Name \_\_\_\_\_

Date \_\_\_\_\_