



2017-2018
Team Handbook



Introduction

The purpose of this handbook is two-fold: to explain to new members just what NOMAD Aquatics is and to outline various policies that affect all swimmers, year after year. It should be read by all families so that they may become familiar with important facts and rules of the club.

Why swim?

The USA Swimming age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

Physical Development

Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much? Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports, an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills. Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well. Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion. Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement. Swimming is the most injury-free of all children's sports. Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Master's Swimming programs are still training and racing well into their 80's.

Intellectual Competence

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally, their accomplishments in learning and using new skills contribute to a stronger self-image.

NOMAD Aquatics Mission Statement, Vision, & Philosophy

Mission Statement

To sustain a positive learning Environment, where all athletes can experience the joy of the sport of swimming, build important life skills, while in the pursuit of the Exceptional Execution of Extraordinary Excellence

Vision

NOMAD Aquatic's vision is to develop and maintain a program that, as a byproduct of its process and culture, will produce elite swimmers that will represent NOMAD at all levels of swimming competitions from the local level, to the Olympic level! NOMAD seeks to develop leaders in our community, that will carry their swimming success into all aspects of their lives!

Philosophy

Teamwork

NOMAD Aquatics is a team that is built upon the commitment, support, and participation of the coaches, swimmers, parents/guardians, and the community at large. NOMAD Aquatics believes that success in achieving the team's goals is dependent upon the cooperation and effort of all team members.

Coaching

NOMAD AQUATICS is committed to providing comprehensive, expert swim/stroke training by an experienced coaching team. NOMAD's coaching staff is highly trained, experienced and holds true to the coaching philosophy of **"Teach First, Train Second!"** In addition to swim training, NOMAD AQUATICS promotes the practice of healthy lifestyle habits, such as good nutrition and sleep, and proper attention to studies.

Swimmers

The sport of swimming requires a strong commitment and this develops strong discipline in the individual. Good sportsmanship is stressed always by the coaches, parents, and other teammates. The friendships formed give the individual needed security when meeting and working with people. In the end, your child becomes a well-rounded individual. NOMAD AQUATICS understands that each swimmer is an individual with different backgrounds, needs, and goals. We focus on the development of positive self-esteem and individual goal setting. The team encourages swimmers to represent NOMAD AQUATICS by participating competitively on a year around basis. NOMAD AQUATICS believes that all members should model appropriate, positive, team spirit and sportsmanship.

NOMAD AQUATICS's Rich History

NOMAD AQUATICS is a community-based program dedicated to supporting the swimming needs of the youth of north Mecklenburg County and surrounding areas. It was created by Steve & Myra Billings in 1991. After 17 years traveling around from pool to pool in north Charlotte the Billings built NOMAD's permanent home NOMAD Aquatic and Fitness. In May 2016, the Billings retired and sold the team and business to Mark Minier. NOMAD is a member of USA Swimming, and North Carolina Swimming (NCS). NOMAD is a year-round competition swim team, offering progressive programs to swimmers on all levels. NOMAD is a coach owned organization whose first commitment is to the needs of the swimmers in the program.

Swimming requires a strong commitment and this develops strong discipline in the individual. Good sportsmanship is stressed always by the coaches, parents, and other teammates. The friendships formed give the individual needed security when meeting and working with people. In the end, your child becomes a well-rounded individual.

The Coaches Role

All NOMAD coaches must meet high criteria set forth by USA Swimming and North Carolina Swimming. Each coach is certified and holds a current First Aid and CPR Training for the Professional Rescuer certification. Coaches are also required to complete the USA Swimming Safety Training for Coaches Course. Our coaches have also passed a background check. All the above requirements must be kept up to date for a swim coach to remain in good standing with USA Swimming and North Carolina Swimming. Our coaches are also all members of ASCA (American Swimming Coaches Association) and the International Swim Coaches Association (ISCA). All of our coaches are working on various levels of certification and education from these organizations.

NOMAD swim coaches' main responsibility is to mold all our swimmers into the best possible athletes that they can be. Through various teaching methods NOMAD coaches work diligently on each athlete's swimming skills. In addition, coaches mentor swimmers in life skills and positive values, such as time management, goal setting, and emotional control.

Coaches work to build lasting positive relationships athletes and team families, to achieve mutually-set goals for each swimmer, and the team.

Coaches also work to build relationships with other aquatic organizations.

The Parent/Guardians Role

As the Parent/Guardian of a competitive swimmer, your responsibility is to provide a caring, supporting environment for your athlete (s). Your unwavering support will encourage your child to feel good about his or her interest in competitive swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets.

Parents/guardians are participants on the team as they contribute to the success experienced by the swimmer and NOMAD. Parents/guardians serve as role models, and children frequently emulate their attitudes. NOMAD parents strive to be positive role models. Most important, show good sportsmanship always toward coaches, officials and other teams, their athletes and parents.

NOMAD Parent Code of Conduct

As a Parent of an athlete (s) NOMAD Aquatic it is expected that you abide by the following code of conduct:

- Practice teamwork with all parents, swimmers & coaches by supporting the values of Discipline, Loyalty, Commitment & Hard Work.
- As a parent, I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
- Any communication with the coaching staff will occur either prior to the start of a coaches shift or after the conclusion of his/her coaching day. It is best to make an appointment to discuss your swimmer.
- Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials & the coaches at meets & practices.
- Maintain self-control at all times & know my role.

Swimmers – swim,
Coaches - coach,
Officials – officiate,
Parents –parent.

1. Enjoy involvement with NOMAD Aquatics by supporting the swimmers, coaches & other parents with positive communications & actions.
2. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff only.
3. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures, or bullying directed toward the coaches, officials, &/or any participating swimmer will not be permitted or tolerated.

I understand and agree to the above terms and condition of the NOMAD Aquatics in exchange for the privilege of my child/children registered with this agreement, and to participate in the activities and swimming program of NOMAD Aquatics.

Should I conduct myself in such a way that brings discredit or discord to NOMAD Aquatics, or USA Swimming I voluntarily subject myself to disciplinary action.

NOMAD Aquatics maintains the right to terminate any membership with/without cause in the interest of our vision, mission and objectives.

Release of Liability

The release of Liability can be found on the registration site and must be signed by all families joining NOMAD Aquatics. It reads 'Parent/Guardian hereby releases NOMAD Aquatics, its employees, officers, directors and volunteers and any facility used by NOMAD Aquatics from any liability arising out of any injury to the Swimmer(s) which may occur while the Swimmer(s) is/are participating in the NOMAD Aquatics program, including, but not limited to, practices,

meets, travel trips, and other team activities, or while the Swimmer(s) is/are using facilities leased or used by NOMAD Aquatics.

Athlete Code of Conduct

As a swimmer & member of the NOMAD Aquatics, I/We will abide by the following code of conduct:

1. I will conduct myself with dignity and respect for others and for the property of others.
2. I will be on time for practice, training sessions, and meets.
3. I will comply with all team rules.
4. As a matter of team pride & courtesy to meet hosts, pool facility operators, & janitorial staff member(s), swimmers I will leave the NOMAD Aquatics team area in a neat & clean condition after each practice session. I understand this also applies to pool locker/restrooms, bleacher areas, pool decks, etc.
5. I will wear only approved NOMAD Aquatics team apparel at team functions and competitions.
6. I will practice and teach good sportsmanship.
7. I will promote positive team spirit and morale.
8. I will offer congratulations and encouragement to his/her opponents.
9. I will support my teammates at practice and at competition. Working together as a unit will benefit each team member and is an important part of NOMAD AQUATICS spirit.
10. I will follow verbal directions of the coaching staff. At no time, will I be disrespectful attitudes by any swimmer be tolerated.
11. I will respect the rights and space requirements of other groups using the swimming facility.
12. I will follow the Code of Conduct at home, at away events and at any event where NOMAD Aquatics is represented.

Prohibited Behavior:

I understand that at no times will the following be accepted:

1. Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco).
2. Destructive behavior.
3. Inappropriate or unruly behavior, including fighting or striking another athlete.
4. Inappropriate language (swearing or derogatory comments) or lying.
5. Inappropriate use of social media
6. Stealing and vandalism.
7. Bullying or isolating another swimmer.
8. Interference with the progress of another swimmer during practice or at any other time.

Consequences for Violation of the Code of Conduct:

This code shall be in force for all NOMAD Aquatics swimmers during practice, during swim meets, and at events sponsored by, or in which, NOMAD Aquatics is represented. Disciplinary actions can range from, but are not limited to; reprimands, repetitions of a drill, etc., being sent home from practice or meets at the parents' expense, expulsion from the team, being barred from competition, or receiving any other disciplinary action that the coaching staff deems necessary if a member fails to adhere to the Code in part or in whole.

SUSPENSION

Coaches may suspend a swimmer from practice for disciplinary reason for a maximum of three days. Coaches may also recommend to the Head Coach that a swimmer be expelled from the club if in his/her judgment, the swimmer is unable to conform to the disciplinary guidelines established for swim practice and club participation.

Safety and Behavior

NOMAD Aquatics reserves the right to terminate the membership of any individual whose behavior places NOMAD Aquatics in an unfavorable light or jeopardizes our participation in any pool use or sporting event. All swimmers are expected to demonstrate good sportsmanship and act as appropriate ambassadors for the club. They should act as role models for other swimmers always.

NOMAD Practice Group Descriptions

NOMAD Aquatics practice group guidelines have been developed by its coaching staff to maximize the growth and development of swim techniques for its swimmers of all levels. Swimmers of similar age and abilities will be grouped together to reach the goals set for each level. The assignment of swimmers to a group shall be the sole decision of the coaching staff. Upon fulfillment of the group's goals, swimmers may be promoted at the completion of long course and/or short course season. In some instances, an assignment may be modified during the current swim season, if the coaching staff believes a different practice group would be more appropriate for the swimmer.

Age Group Division

Intro to NOMAD

8 & Under beginners with no year around swimming experience. These swimmers know freestyle and backstroke and have a limited knowledge of fly and breast. Swimmers in this group will learn fly and breast, as well as proper diving technique, and turns for all 4 strokes. The beginning of being a good sport and teammate are taught. Concentration on learning to swim all 4 strokes legally in a fun instructive atmosphere. Competition offered in relaxed short meets at NOMAD 1 time a month.

Technique & Fitness 12 & Under

12 & under swimmers with some year around and summer league experience. Swimmers in this group have a basic understanding of all 4 strokes. In this group swimmers, will work on more advanced stroke technique concepts, refine turns and starts, as well as develop their endurance capacity. What it means to be on a "team" are stressed. Competition offered in relaxed short meets at NOMAD 1 time a month.

White Team I

Advanced 8 & under swimmers and less experienced 9 year old. These swimmers have a strong background in all 4 strokes and can complete a 100 IM legally. They can execute starts and turns for all 4 strokes. In this group swimmers, will refine their stroke techniques, as well as starts and turns. They begin to learn proper racing strategy, and building confidence with endurance based races (100's and 200's). Competitions are offered 2 a month with one being relaxed and short art NOMAD, and the other local but larger competitive experience.

White Team II

This group is for more advanced 9-10-year old's and 11-12 year old's that need more technique refinement before moving to Green or Black team. In this group swimmers will transition from mostly technique instruction to more development of training skills and swimming techniques. Racing ability and confidence is further developed and regular meet attendance is encouraged. Competition offered twice a month and at least one competition strongly recommended to gage training and technique improvement.

Age Group Black Team

Advanced 9-10-year old's and intermediate 11-12-year old with solid foundations in all 4 strokes starts, and turns. Can legally complete 200 IM with well executed turns and streamlines. Have made the connection between racing and training and display appropriate competitive awareness and

skills. Dryland training is introduced at this level. In this group, competitive fires will be stoked and responsibilities to the NOMAD team will be stressed. Green team swimmers will learn about being positive role models and leadership skills. Competition offered twice a month and at least one competition strongly recommended to gauge training and technique improvement.

Age Group Green Team

Highly developed 12 & under swimmers focused on achieving high levels of competitive success. Equal amount of focus spent on developing technical aspects of swimming including, racing, training, nutrition, and goal setting. Dryland strength and conditioning is an important part of this groups developing skill set. Team pride and loyalty are cornerstones of this groups development. Consistently high level of attendance at both practice and competitions is expected.

Senior Division

13 & Over Technique & Fitness

For the middle school to high school aged swimmers with some year around and summer league experience. Swimmers in this group have a basic understanding of all 4 strokes, and are “testing the waters” of year around swimming. In this group swimmers, will work on more advances stroke technique concepts, refine turns and starts, as well as develop their endurance capacity. What it means to be on a “team” are stressed. Competition offered in relaxed short meets at NOMAD 1 time a month.

Senior Green Team

High School aged swimmers with swimming background either year around or summer league or high school. In this group swimmers, will develop their technical skills as well as starts, turns and racing strategies. Swimmers will learn goal setting, leadership, proper nutrition, and many life skills such as time management. Competition at least once a month is recommended to gauge skill acquisition and develop self-confidence.

Senior Black Team

13 and older swimmers: The swimmers in this group must display above average motivation to perform at a high level in swimming. 13-14-year old with a high level of experience as well as high school aged swimmers trying to work their way to higher levels of senior competition. Dryland, goal setting, team building, nutrition are all key and highly emphasized skills on this team. Practice and meet attendance are expected when scheduled for the team. Placement on this group is by coach recommendation only.

Senior Performance Team

The highest training available at NOMAD. Swimmers on this team have displayed the personal responsibility necessary to compete and train at the highest levels. Commitment to training and meet schedules is must. Goal setting, time management, nutrition and attention to detail are all skills being mastered at this level. Group size is limited and placement is at the sole discretion of the head coach.

Training Equipment

Each training group has recommended training equipment. Swimmers will utilize this equipment daily to teach and train proper stroke technique. Equipment should be stored at NOMAD Aquatic's and Fitness in the team equipment area. Equipment can be purchased at The NOMAD Pro Shop.

Senior Performance Team

Sprint Vertex II Fins
Finis Agility Paddles (medium)
Yolon Snorkle (Black)
Dolphin Kick Ball
Finis Tempo Trainer
NOMAD Mesh Bag

Senior Green & Black Team

Sprint Vertex II Fins
Finis Agility Paddles (medium)
Yolon Snorkle (Black)
Dolphin Kick Ball
NOMAD Mesh Bag

Age Group Green Team

Sprint Vertex II Fins
Finis Agility Paddles (Med. Or small)
Yolon Snorkle (Black)
Dolphin Kick Ball
NOMAD Mesh Bag

Age Group Black Team

Sprint Vertex II Fins
Finis Agility Paddles (Med. Or small)
Yolon Snorkle (Black)
NOMAD Mesh Bag

White Team I & II

Sprint Vertex Fins

Technique and Fitness teams

Sprint Vertex Fins

TEAM OUTFITTING

- NOMAD Aquatics is proud to be a Dolfin Swim Wear sponsored team.
- ALL NOMAD swimmers **are required to wear** the selected Dolfin Team Suit for all NOMAD swim meets.
- NOMAD Aquatics Team Cap are required for all swimmers at meets. These can be purchased at the NOMAD Pro Shop. Coaches will have a limited number of team caps at competitions
- New team suits are chosen about once every two years. When a new team suit is adopted swimmers will be asked to purchase the new design. However, allowance will be made for a time for swimmers to wear their previous season's suit.
- T-shirts, sweatshirts and other items, marked with the team name and/or logo are available for purchase in the NOMAD Aquatics Pro Shop.
- NOMAD Team attire is strongly suggested to be worn at all meets. A wide variety of apparel is available at the NOMAD Aquatics & Fitness Pro Shop.

****Swimmers are required to wear the DOFIN Team suits at all meets for the 2017-18 Season! ****

TECHNICAL SUIT POLICY:

- Technical suits must be FINA approved Dolfin suits.
- Tech suits are not permitted at regular age group/senior meets.
- Tech Suits may ONLY be worn by athletes approved to use them by the NOMAD coaching staff!
- Tech suits should be worn only at championship meets or when a swimmer is trying to qualify for a championship meet.
- Age Group Division swimmers may only wear technical suits at Age Group State Championships and above level meets.
- Swimmers violating this policy will not be permitted to compete in the meet until the suit is changed.
- If there is a question regarding technical suits and their use, please see your coach.

Check the NOMAD Pro Shop for official team training equipment, and team apparel!

Lost & Found

You are strongly encouraged to label all of your swimmer's equipment. Labeled equipment found at practice can easily be returned to the swimmer. Unlabeled equipment found around the pool deck will be placed in the pool office. It will be kept for 30 days and then if not claimed donated to a local charity. Swimmers should keep all personal belongings on the pool deck and not in the locker room during practice sessions. The locker rooms can be used by other groups. **NOMAD Aquatics & Fitness is not responsible for lost or stolen items.**

NOMAD Aquatics Fees

Monthly Tuition

In consideration of the participation of the swimmer(s) in the NOMAD Aquatics competitive swim program, the Parent/Guardian agrees to pay the tuition for the Swimmer's practice level that is set forth. All training groups are on a monthly billing cycle. Payment of tuition shall be due and payable on the first day of each month. All families are expected to pay for the entire month no matter how many days they attend practice. If the Swimmer is transferred to a different practice group by the coaching staff, the fees for the new practice group will be invoiced in the next billing cycle. If advance payments have been made the difference will be invoiced to the families account. If the monthly tuition payment is not made in full by the 15th day of the month, a late fee of \$25 will be assessed to the family's account, and the swimmer will not be permitted to participate in team activities. Invoices are sent out by email only!

*****SWIMMERS MAY BE BARED FROM TRAINING UNTIL PAST DUE ACCOUNT BALANCES, INCLUDING LATE FEES ARE SETTLED IN FULL! *****

- If your account goes 2 months past due you MUST pay by credit card or bank draft for the remainder of the season.
- Payments may be made on the NOMAD Aquatics Team Unify site with bank draft or credit card or with cash at the front desk at the NOMAD Aquatics & Fitness during normal office hours.
- Families are expected to pay dues for the entire month no matter how many days they attend practice. Fees will not be prorated for any reason!

Monthly tuition is recurring unless NOMAD Aquatics is notified **IN WRITING 30 days before start of the month** in which they plan to not swim. Inactivating the account is subject to a \$25 fee for processing the inactivation. To reactivate the account, the swimmer/parent notifies Judy McCoy **in writing** at least 5 days prior returning to practice. The reactivation will be subject to a \$25 fee.

Annual Registration Fee

All families are responsible for an **annual \$140.00 team registration fee** upon enrollment and every year thereafter upon renewal. Registration fees for renewing members are due by August 1st. The registration fee covers USA Swimming registration fee, North Carolina Swimming (NCS) registration, NOMAD Team T-Shirt, and NOMAD car magnet.

Meet Entry Fees

A meet entry fee, event fees, and facility surcharges are paid by NOMAD in advance of each meet. Meet fee payment for swim meets is the responsibility of each NOMAD family. To enter meets each family must put a credit card or bank draft on file with Nomad Aquatics. Meet fees will be assessed at the time of entering the meet by credit card or ACH draft. Meet fees may not be paid in cash! Meet fees will be invoiced monthly along with team tuition. Delinquent meet fees will result in a suspension in meet & training privileges until the family account is brought current. Meet entry fees that become delinquent past 15 days will incur a \$25 penalty.

Upon passage of the meet sign up deadline, NOMAD AQUATICS submits all entries and meet fees to the meet host. **Meet fees are non-refundable once meet entries have been submitted to the meet host,** unless the meet is cancelled for some reason. If a swimmer is

unable to attend the meet (for any reason) after the submission of the entries and payment, the family will still be responsible for payment of the meet fees. If NOMAD AQUATICS coaches or staff make an error in a swimmer's entries, the team will be responsible for the subsequent erroneous fees.

Suspension

If the monthly dues payment is not received in full by the last day of the month, a notice of delinquency will be e-mailed. If Parent/Guardian fails to pay any delinquent dues or assessment, including late fees, within 14 days from the date of such notice of delinquency, the Swimmer shall be suspended from further participation in all NOMAD AQUATICS activities, including, but not limited to, practices and meets.

If Parent/Guardian becomes delinquent in payment of dues or assessments because of financial hardship, he/she may apply for a waiver of late fees and suspension. A waiver may be granted if satisfactory arrangements are made for payment of the delinquent amounts.

Meet Volunteering

NOMAD AQUATICS Home meet volunteering

Each active family must provide one adult to volunteer at each session at a NOMAD AQUATICS hosted meet. The time required of each family depends upon the size and duration of the meet. The meets for this season are listed below with their volunteer time requirements. Your family is requested to volunteer regardless of whether your swimmer(s) participates in the meet.

NOMAD Annual Breaks

NOMAD Aquatics takes two yearly breaks. One week in the spring for spring break and a 2-week break at the end of the summer competition season. This is usually the first 2 weeks in August. This break has been factored in when calculating tuition.

Discounts & Referrals

At registration NOMAD Aquatics, will offer a discount on monthly dues for families with more than one swimmer. The discount will be \$10 off for the second swimmer, \$15 for the third and \$20 for the fourth. Families wishing to prepay for the whole year will receive a 10% discount. Discounts will be revoked if the family account is delinquent, until the account is brought current. All NOMAD college swimmers with 2 consecutive years or more with the team, that wish to train with NOMAD at holiday breaks and during summer breaks may do so with no tuition fees, but will be responsible for meet and travel fees.

Any NOMAD family referring a new swimmer to the program, that pays registration and one-month tuition will receive a \$25 credit per referred swimmer, on their next month's tuition. Credits may not be redeemed for cash, but can be redeemed as store credit in the NOMAD Pro Shop.

Team Communication

NOMAD Aquatics uses a variety of methods of communication from social media, e-mail and the team website. NOMAD Aquatics encourages open communication. Please feel free to email coaches or support staff with your questions or concerns. Members can reach their coaches by phone at (704) 949-1555.

Web site

NOMAD Aquatics and Fitness has a facility wide website www.nomadaquatic.com. There you can find a variety of information about the programs that the facility offers. NOMAD Aquatics uses Team Unify to administrate the team portion of the program. That URL is <https://www.teamunify.com/AlertCenter.jsp?team=ncnma>. On the Team Unify site you can locate your family account, do meet entries, and pay your tuition, as well as find your swimmers best times. Any information regarding NOMAD Aquatics can be found here.

E-mail

E-mails will be sent to inform parents/guardians and swimmers of upcoming events, such as swim meets, team social events, fundraising opportunities, volunteer events, etc. **Be sure to keep your e-mail address current on the website. If you need help updating it ask the Office Manager Leigh Brown or send an email to leigh@nomadaquatic.com.** You may visit our website to send an e-mail to the coaches or support staff.

Text Messaging

Use the communication editor located in your account on the website to add or remove email addresses and text messaging devices. Text messaging is used for coach-drive time-sensitive messages, such as pool closures. Use the 'Add' buttons to add and address/number Double-click on an item in the list to edit it Click on the red 'X' button to delete an item.

NOTE: The first account email address is your login ID. Changing it will change your login username

Your swimmers can receive text messages too!

Occasionally coaches need to communicate with their swimmers about urgent matters. Click on the swimmer's name in the 'Members Under This Account' and you'll be presented with an interface to add a mobile number and/or email address.

Social Media

NOMAD Aquatics utilizes Facebook, Twitter to provide updates for meets, practices, and any other time sensitive communications. Families should follow NOMAD on both Twitter and Facebook to receive the most up to date information and any changes that may occurred to practices or meets.

Group Parents

Each practice group has a team parent who serves as a conduit between the coaches/support staff and the parents/guardians. These individuals are able to answer basic questions that you may have or refer you to someone who can help. He or she also helps to coordinate various activities for the team.

Parent Meetings

Parent meeting will be held on a regular basis. These meetings are generally informative/educational in nature. They will be scheduled with enough advanced notice that all families may be included. Each coach will conduct parent meetings at least twice a year (fall and spring) to discuss the groups they coach, their expectations and answer any questions parents may have.

Swim Meets

By its very name, the purpose of competitive swimming is to compete and that means attending swim meets! Individuals seeking membership in the NOMAD Aquatics should understand that we are a competitive team, not a recreational team. Swimmers should be willing to accept the responsibility of membership and participate in meets. For many new swimmers, taking the first step and going to their first competitive meet is a big undertaking. Our coaches understand this and are happy to share information about each meet and what meet's may be good for beginners.

Short & Long Course Seasons

NOMAD Aquatics has 1 swim season it is a calendar year. The season begins around end of August and ending in the beginning of August. Each season is separated into two different "courses" Usually The fall and winter is is referred to as the short course season. During the short course season meets are recognized as "yard" events or 25 yards. There is also a long course (50 meters or Olympic sized pools) that usually begins in April and ends in early August. Meets during long course season are recognized as "meter" events. The NOMAD Aquatics "swim season" runs from September to August each year.

Meet Schedules

All NOMAD Aquatics swim meet schedules can be found on the Team Unify website under events. All meets are subject to change by the meet hosts. If a meet is cancelled by weather or the meet host meet fees will be refunded to your account.

Swim Meet Procedures

As a competitive swim team, we encourage all swimmers to attend swim meets and compete in events recommended by their coaches. Swim meets provide an opportunity for the swimmers to measure the progress of their training and practice. They are also a social time, which enables the swimmers to build friendships with fellow teammates.

Swimmer Events

Your swimmer's will select the events that they will participate in. Coaches will approve events after they have been entered. Events may be added or removed and this will be communicated to parents and swimmers by their coaches. The coaching plan, swimmer ability, coach-swimmer goals, and other factors will be considered as the events are being selected. Swimmers and parents/guardians are able to request events during the sign-up process, but the coaches make the final decision.

Newer swimmers will initially be placed in events that they will succeed in. As their skills build, they will be placed in more challenging events as determined by their coach.

Meet Fees

A meet entry fee (approximately \$6.00) and event fees (approximately \$3.00 per event) are required for entry in a swim meet. Meet fees for swim meets are the responsibility of the parent. The Meet Administrator will invoice the swimmer's account and payments may be made along with the following month's dues. Delinquent meet fees will result in a suspension in meet privileges until the swimmer's account becomes current.

Upon passage of the meet sign up deadline, NOMAD AQUATICS submits all entries and meet fees to the meet host. Meet fees are non-refundable NOMAD AQUATICS once they have been submitted to the meet host. If a swimmer is unable to attend the meet (for any reason) after the submission of the entries and payment, the swimmer will still be responsible for payment of the meet fees. If NOMAD AQUATICS coaches or staff make an error in a swimmer's entries, the team will be responsible for the subsequent erroneous fees.

Signing Up for a Swim Meets

Not all groups attend the same meets throughout the season so please check the Meet Schedule, and with your group coach to determine if a swim meet is appropriate for your swimmer's level before you commit.

Please pay attention to the deadline and commit your swimmer through your Team Unify as early as possible! After committing please select the event you swimmer would like to swim. The coaching staff will confirm these events and may select additional event based on what the coaches think the swimmers should be doing.

E-mail from Team

Each family will receive an e-mail from NOMAD AQUATICS approximately 4 weeks before each swim meet. The e-mail will contain a link to the NOMAD AQUATICS website.

Click on the link to go to the EVENT SIGN UP page of the NOMAD AQUATICS website.

Team Unify Home Page Access

If signing up through the home page of the NOMAD AQUATICS website (instead of directly through the e-mail link), find the swim meet you would like to enter under EVENTS. It should be listed as a red heading. Click on the rectangular box beneath the heading "Attend this event." "Attend this event" will also take you to the EVENT SIGN UP page of the NOMAD AQUATICS website.

Commit to this Event

The EVENT SIGN UP page will bring up a chart with the swimmer(s)' name(s) from your family. Click on the swimmer's name in the left column. A commit to the event heading will appear for that swimmer. When accessing the pull-down bar, there will be a choice of "yes, please sign (name) up for this event" or "no, thanks (name) will not attend this event." Please mark NO if you do not plan on attending, so that the coach knows that you have considered your attendance at the meet. If you mark YES, you will have a choice of session to attend. If the meet is held on Saturday and Sunday, you may select one or both days to attend. Make sure to

select the rectangular box on the bottom right corner that states “save changes” or your request will not be processed. The screen will change to show the athlete’s name, a box with a check mark, and “committed.” You must repeat this process for each of the swimmers in your family.

Notes to the Coach

On the EVENT SIGN UP page, there is a rectangular box for notes. Although the coaches will select the events that your swimmer will participate in, you may place a request or suggestion to the coach in the notes section. Please note that your swimmer may not be able to participate in various events due to a minimum or maximum time requirement. The coach will ultimately determine if the event is appropriate for the swimmer.

Confirming your Events

NOMAD AQUATICS recommends that you return to the EVENT SIGN UP page to see which events your coach has selected for your swimmer. Do this as soon as possible after the meet closing date, which can be found on the meet form. If you find an error, please contact your coach immediately.

Important Swim Meet Information

Meet Information

Each swim meet will have a meet information sheet that will provide information such as location, date, time, directions, events, cost of events, etc. Please consult this meet sheet prior to signing up. It can be accessed through the NOMAD AQUATICS website, Events tab. This will take you to the Event page where you can select the meet and see a brief description. The meet sheet may be found under the Forms/Documents heading, as a .pdf document listed in red. Click on the .pdf heading and the meet sheet will open.

Meet Psych Sheet

Usually Meet host post a “psych sheet” to indicate entries received and ranking of the swimmers in each event before seeding. This is to catch any entry errors before seeding the meet. NOMAD will post the psych sheet when available. Swimmers and parent/s should check the psych sheet when posted and notify their coaches of any errors

Timeline for the Swim Meet

Some swim teams provide a timeline for the swim meet. The timeline will show the estimated time for each event, which will allow you to better plan your weekend. You may visit the same Forms/Document heading as for the meet sheet above, to see if a timeline is available. Do not use this timeline to determine your arrival time at the meet. Your swimmers’ coach will tell them when to arrive for warm-up.

Timing Assignments

When attending away meets, NOMAD swimmers and families may be asked to provide a timer for the time assigned to them by the Away Meet Coordinator. Timers must be at least 16 years of age. NOMAD AQUATICS will provide timing assignments based on the number of chairs required, the number of swimmers/families in attendance. In most cases, you will receive an e-mail on the Thursday or Friday prior to the meet letting you know your assignment(s).

Meet Heat Sheets

When arriving at a swim meet please obtain a heat sheet. The Heat sheet will tell you what event and order the events will run in. It will indicate which heat and lane your swimmer is swimming in for their events. If you notice any errors, please let your swimmers coach know and they will deal with it appropriately.

First Swim Meet Guide

A First Swim Meet Guide is available on the team Unify Home Page. Please be sure to review it before your first meet. The guide will provide you with valuable information to prepare for the meet and to understand basic swim meet protocol. The most important thing that you must know is that you will not be alone. Both your group coach and group parent, will be there to give you an orientation and help you to navigate through your first meet experience. There will be many veteran parents/guardians to serve as resources at the meet. Please feel comfortable asking for help as necessary.

NOMAD Aquatics Safe Sport Policies

USA Swimming has adopted many policies for the safety of its athletes and its members. Please review these policies and notify your swimmers' coaches if there is any incidence of bullying, inappropriate behavior, sexual or psychological abuse! Other policies involved are our team travel policy.

Action Plan of NOMAD Aquatics to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at NOMAD Aquatics and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. NOMAD Aquatics 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, staff member, or athlete/mentor.

Objectives of NOMAD Aquatics Bullying Policy and Action Plan:

1. To make it clear that NOMAD Aquatics will not tolerate bullying in any form.
2. To define bullying and give all 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 NOMAD Aquatics 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:

- a. causing physical or emotional harm to the other member or damage to the other member's property;
- b. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. creating a hostile environment for the other member at any USA Swimming activity;
- d. infringing on the rights of the other member at any USA Swimming activity; or
- e. 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, Head Coach/Owner or other designated individual;
- Write a letter or email to the Club Coach, Head Coach/Owner, 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

- **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.
- **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 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.

SUPPORTING THE KIDS INVOLVED

- **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:
 - c. 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.
 - d. 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.
 - e. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

Address bullying behavior

- f. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- g. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- h. 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.
 - j. 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.
- k. 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:
 - l. Write a letter apologizing to the athlete who was bullied.
 - m. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - n. Clean up, repair, or pay for any property they damaged.
 - o. Avoid strategies that don’t work or have negative consequences:
 - p. 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.
 - q. 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.
 - r. 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 that it means to be a good teammate.

- **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 or coach;
- 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 NOMAD Aquatics

PURPOSE

NOMAD Aquatics 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 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, 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, 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.

The Club has an official Facebook page 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

NOMAD Aquatics has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches 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 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 or another coach 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 NOMAD Aquatics

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.

- A. NOMAD Aquatics travel policies must be signed and agreed to by all athletes, parents, coaches 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)
- E. During team travel, when doing room checks, attending team meetings and/or other activities, room doors will remain open and observable environments should be maintained.
- F. 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.
- G. 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).
- H. 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.
- I. 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). A copy of the NOMAD Aquatics Code of Conduct must be signed by the athlete and his/her parent or legal guardian. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- J. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- K. Curfews shall be established by the team or LSC staff each day of the trip.
- L. 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.
- M. The directions & decisions of coaches/chaperones are final.
- N. Swimmers are expected to remain with the team always 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.
- O. 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.

- P. 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.

Athlete Behavior

- A. Be quiet and respect the rights of teammates and others in hotel;
- B. Be prompt and on time;
- C. Respect travel vehicles;
- D. Use appropriate behavior in public facilities;
- E. There will be two different curfews – in own rooms and lights out;
- F. Must stay in assigned hotel room; and
- G. Needs and wellbeing of the team come first.

Financial Responsibilities

- A. No room service without permission;
- B. Swimmers responsible for all incidental charges;
- C. Swimmers responsible for any damages or thievery at hotel;
- D. Must participate in contracted group meals; and

Code of Conduct / Honor Code

All NOMAD Aquatics 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 always.
- 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 NOMAD Aquatics. Athlete behavior must positively reflect the high standards of the club.
- 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:
 - a. Dismissal from the trip and immediate return home at the athlete’s expense;
 - b. Disqualification from one or more events, or all events of competition;
 - c. Disqualification from future team travel meets;
 - d. Financial penalties;
 - e. Dismissal from the team; and/or
 - f. 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.

