



# **TEAM POLICY HANDBOOK**

*As of September 18, 2019*

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## 1. ORANGE COUNTY (OC) RIPTIDE AQUATICS CLUB SWIM

The backdrop of OC Riptide Aquatics Club is the heart of sun, surf, and glistening sunsets. We are here to serve Huntington Beach, California and the surrounding communities with a top-level competitive swim program for all ages. OC Riptide is privileged to have as Head Coach, Alec Raley. He has 20 years of coaching experience and developed multiple junior Olympic champions and national top 16 and top 10 swimmers, many of whom have gone on to compete at the junior and senior national championships. OC Riptide is honored to have a brand new state of the art facility located at Ocean View High School.

### **WELCOME**

The Coaching Staff and Board of Directors wish to welcome you and your child/children to the OC Riptide family. Our members discover it is fun to challenge the body and the mind to find their limits without regard to rewards. Our members find friendship and support here at OC Riptide. We consider competition to be healthy when handled in an intelligent manner and feel it is important for our swimmers to enjoy day-to-day training. Our goal is to have OC Riptide enhance your lives and be a positive part of your life experience.

### **OUR PHILOSOPHY**

OC Riptide believes in a personalized approach to developing swimmers. Our coaches will give each swimmer a strong foundation in stroke technique and from there build speed, flexibility, power, endurance and conditioning. The values of respect, good sportsmanship, discipline, and integrity, are at the core of OC Riptide and are cultivated in every swimmer. Friendships are built on high fives when a swimmer wins a race and hugs when they don't; we believe the bonds of friendship are an integral part of the swimmers enjoyment and experience at OC Riptide. We are a non-profit organization that is community driven. We strive to recognize the needs and desires of our swimmers, coach and guide them so that they may realize their full potential as athletes and as individuals.

## 2. PROGRAM FEES

### **Registration Fees:**

Age Group Program- One-time membership fee of \$50.00 per first swimmer and \$25.00 for each additional swimmer in a family. If a swimmer decides to terminate membership with OC Riptide and later decide they would like to return to the club afterwards, a re-registration fees of \$450 will apply.

Master's Program- One-time membership fee of \$25.00 for each masters swimmer.

Novice Program- One-time membership fee of \$25.00 for each swimmer.

Registration Fees are due upon online registration with the team and must be paid by credit card.

### **USA Swimming and United States Masters Swimming Annual Membership Fees:**

USA Swimming registration- is required for entering all swim meets and covers the liability insurance for our team. Without this registration, a swimmer is not allowed in the pool. Every swimmer in the Age Group or Novice program must join USA Swimming. All programs are subjected to USA Swimming additional fees. **Fees will be applied to the first monthly bill.**

United States Masters Swimming registration- is required for all masters swimmers and must be completed online at [www.usms.org](http://www.usms.org). There is a cost for Southern Pacific Masters (our local region). Refer to [www.usms.org](http://www.usms.org) for the annual fees. **Fee is paid directly to United States Masters Swimming.**

**Monthly Billing:** Monthly Fees are debited from each member account on the 1st of each month. It is the responsibility of the member to keep the credit card information on file up to date. Personal checks will not be accepted.

**Discounts:** There is a \$10 discount for 2nd and 3rd age group swimmers; the 4th and additional age group swimmers in that family swim for free. Up to two masters memberships may count for the \$10 additional swimmer discounts per family but are not eligible for the free membership and do not count as 2nd or 3rd age group swimmers to reach the 4th or additional free swimmers.

<b>Age Group Program Training Groups</b>	<b>Approximate Ages</b>	<b>Monthly Fees</b>
White	6 to 8	\$100
Red	7 to 9	\$110
Blue	9 to 11	\$120
Bronze	10 to 13	\$130
Silver	11 to 14	\$140
Gold	14 to 16	\$150
Senior	15 to 18	\$200
Senior Development (formerly High School)	14 to 18	\$150
<b>Master's Program</b>		
Masters Swim	19 and above	\$60
<b>Novice Program Age Groups</b>		
6yrs and younger	4-6	\$50
7-8 year olds	7-8	\$60
9-10 year olds	9-10	\$70
11-13 year olds	11-13	\$75
<b>Visiting Age Group Swimmers</b>		
1-2 weeks		\$40 per week
2+ weeks up to 3 months		\$120 per month
3+ months		Age Group Registration Required

### **Program Fee Rationale**

We are a competitive swimming program dedicated to advancing swimmers to the highest levels of achievement within our sport. This is a progression that takes many years and as each child advances the cost of participation increases. The monthly fees have been assessed accordingly. Program fee rates are determined for each training group based on the following:

- The number of swimmers who can be placed in the space available for the group
- Staff preparation and administrative time required
- The types of competition and associated costs (travel, lodging, gear, etc.)
- Facility usage cost associated with the group's training plan

Please understand the volume of training necessary for any given group fluctuates throughout the year and can be adjusted by the coaching staff to meet the needs of the athletes or to

accommodate facility use restrictions. Your monthly fees are aggregated to meet the needs of the entire program throughout the year. They are not based on time in the water or practices per week, these are determined by the coaching staff based on the training plan and the current needs of the swimmers in each group.

### 3. SWIM GROUP GUIDELINES

Riptide Swim Age Group Program is divided into numerous training groups. Swimmers are placed into an appropriate group by the coaching staff upon joining the team, thereafter most group changes occur at the beginning of short course season (September) and long course season (Early Spring). The coaching staff look at a number of factors when determining placement of athletes. Below is a list of factors taken into consideration when placing your children into their groups:

- Swimmer's Age
- Practice attendance
- Physical and emotional maturity
- Swimming skill development
- Attitude towards training
- Performance at championship meets

Keeping all of these factors in mind, the coaching staff discuss each swimmer and decide which training group will provide the optimal environment for them to continue their development in all aspects of our sport. Swimmers are occasionally moved during the season, but primarily most of the changes are made between short course and long course seasons.

#### **White (6 - 8 years old)**

Swimmers must execute at least strokes. Coaching emphasis is on proper stroke technique and developing concentration, listening skills, and confidence. Swimmers will be working in a group with a positive attitude. Swim meet participation will be encouraged. Practices will be at least 30 minutes, five times a week. Attendance should be no less than 3-4 per week.

#### **Red (7 - 9 years old)**

Swimmers are expected to achieve 2 Red time standards in this group and are expected to meet the 100 IM Red time standard. They will be refining all four strokes and will be introduced to some advanced training skills and processes. Practices will range between approximately 800 to 1500 yards/meters per workout. Attendance at 5 practices per week is highly recommended. Swim meet participation is expected.

#### **Blue (9 - 11 years old)**

Swimmers in this group and are expected to be competent in all 4 strokes, turns & starts, 1 or more blue time standard in one event. They will be refining stroke mechanics and will perform some advanced training. Practices will range between approximately 2000 to 3500 yards/meters per workout. Attendance at 5 practices per week is highly recommended. Swim meet participation is expected.

**Bronze (10 - 13 years old)**

Swimmers in this group are expected to meet the Blue time standard in at least three events or meet the Junior Olympic standard in one event. They will be focusing on technical swimming skills and beginning more strenuous training. Practices will range between approximately 2500 to 4000 yards/meters per workout and may be scheduled five to nine times per week. Regular practice attendance is highly recommended. Swim meet participation is expected.

**Silver (11 - 14 years old)**

Swimmers in this group are expected to meet multiple Junior Olympic time standards. They will be refining stroke mechanics and will perform some advanced training. Practices will range between approximately 4000 to 6000 yards/meters per workout and may be scheduled five to nine times per week. Regular practice attendance is highly recommended. Swim meet participation is expected.

**Gold (14 - 18 years old)**

Swimmers in this group are expected to meet 13-14 age group J.O. Times or better. They will be focusing on technical swimming skills and performing a higher volume of training. Practices will range between approximately 4000 to 7000 yards/meters per workout and may be scheduled five to nine times per week. Regular practice attendance is highly recommended. Swim meet participation is expected.

**Senior (15 - 19+ years old)**

Swimmers in the Senior group will train for senior level competition and represent Riptide Swim at regional and national level meets. Swimmers are invited to join this training group by the Head Coach and are required to train exclusively with the club throughout the year (including high school season).

**Senior Development Group (14 to 18 years old)**

Swimmers will refine strokes and technical skills while building strength and endurance. They will master high performance level workouts. Minimum standards and practice guidelines will be published soon.

**Masters (Adults)**

Must be US Masters Association member.



## 4. RIPTIDE POLICIES

### **Late Payment Policy**

Monthly Fees received after the 15th will be charged a fee of \$15 per month until the account has been paid in full.

### **Delinquent Account Policy**

Accounts of swimmer's family that are delinquent for more than 45 days will be asked by the coaches to leave the pool area and any meet entries through OC Riptide are suspended until the account has been paid in full.

### **Termination Policy**

When the family decides to leave OC Riptide, the Termination Form must be filled out and emailed to membership at [info@ocriptideaquatics.org](mailto:info@ocriptideaquatics.org) by the 15th of the prior month. Termination will be effective 1st of the following month. Upon termination, the account must be paid in full. This includes monthly fees, swim meet fees, fundraising obligations, and any other incurred charges. If a family leaves the team without closing their account, the swimmer will be reported to Southern California Swimming due to non-payment.

### **Medical Leave Policy**

A medical leave is defined as an absence from swimming due to serious health concerns documented by a physician and lasting at least thirty (30) consecutive days. Monthly Fees will be waived with a \$15 hold fee.

- Swimmers requesting a medical leave must be under a physician's care at the time and email a medical leave request to [info@ocriptideaquatics.org](mailto:info@ocriptideaquatics.org) with the estimated leave time and a doctor's note stating the reason he/she cannot swim, and an estimation of how long they cannot swim.
- Parents must be in communication with the above email at the end of each month with an update of status.

### **High School CIF Season Leave Policy**

This policy only applies to Senior Development Group Swimmers who will be participating in Water Polo or Swim Team at High School during CIF season. A \$25 hold fee per month (3 month maximum per sport) is required to secure your spot. Regular monthly fees will automatically resume on the 1<sup>st</sup> of the following month. A leave notice must be emailed to [info@ocriptideaquatics.org](mailto:info@ocriptideaquatics.org) by the 15th of the prior month. The fee is waived for OVHS swimmers, however, parents must notify the email above if the swimmer will not be swimming with OC Riptide during that time.

If a swimmer decides to terminate membership with OC Riptide during the High School season and would like to return afterwards, please email the above address to schedule a tryout with the Coaches. A re-registration fee of \$450 will be applied upon returning.

### **Riptide Water Polo Discount Policy**

A swimmer who joins the OC Riptide Water Polo program concurrently will receive a \$20 discount per month for the duration of the program three months. A Water Polo Discount application needs to be submitted by the 15th of the month prior to the start of the program. The \$20 discount will be deleted automatically after three months unless another Water Polo discount application is submitted.-

### **OVHS Swimmer Discount Policy**

The Registration fee and monthly fees for OVHS swimmers will be discounted at 50%. A copy of student ID is required at the time of registration.

### **Parking Policy**

All parking must be in the OVHS parking lot at the back of the pool in the internal OVHS parking lot of campus. DO NOT park in the HB Adult School parking lot as they will give tickets to those who are not enrolled in the HB Adult School. The west side of the pool should be used for drop off & pick up of swimmers only and must use drop off zone.

### **Facility Use Policy**

The showers outside are only to be used for a quick rinse off. Our swimmers should not be using soap or shampoo. If your swimmer must occasionally use any soap it must be biodegradable and eco-friendly.

### **Team Apparel**

All swimmers are required to wear the Riptide swim cap and team approved swimsuit at all swim meets. Team apparel may be ordered online through Competitive Aquatic Supply (CAS) Swim Shop at [www.casswimshop.com](http://www.casswimshop.com) (team code: RIPT) or directly at the CAS swim shop at 15661 Container Lane, Huntington Beach, CA 92649. Riptide Swimmers receive a 10% discount at CAS Swim Shop.

### **Equipment List for Workout (See table)**

Every day, each swimmer must bring their own training equipment to practice and are responsible for picking up all their equipment off the deck after each workout. Please see the chart below for specific equipment needed for each training group. (some recommended brands are listed, but check with your coach to see if an alternative brand may or may not be acceptable.

Training Equipment	White	Red	Blue	Bronze	Silver	Senior Dev.	Gold	Senior
Kickboard – CAS	X	X	X	X	X	X	X	X
Swim Fins in youth sizes – Tritan	X	X	X	X	X	X	X	X
Pull Float (Jr or Adult) – TYR		X	X	X	X	X	X	X
Paddles – Speedo training or Strokemaker			X	X	X	X	X	X
Finger Paddles (ask coach)							X	X
Parachute – Strechcordz drag belt (8” or 12”- ask coach)					X	X	X	X
Snorkel – Finis Swimmers Snorkel (Jr or Adult)				X	X	X	X	X

### Communication

Our primary communication is via emails. Emails will be sent out to all members for announcements such as meet sign-up and verification, meet timelines, timing shifts, monthly invoice, USA swimming registration and fundraisers. Many emails will refer to the website. In the event if practices are cancelled (i.e. lightning etc.), notification will also be sent through SMS. It is the parents’ responsibility to enter and update cell phone and email information in the Team Unify account to ensure promptly communication is received.

All the forms are online on the website at: [www.ocriptideaquatics.org](http://www.ocriptideaquatics.org). Events, schedules and announcements will be updated regularly on the website. Resources from the Coaches’ Corner will be posted to help create a well-balanced swimmer.

## 5. COACHES' POLICIES ON DECK

Be respectful of the coaching staff guidelines for both the parents and the swimmers during practices:

### Parents

- We encourage you to ask questions and talk to your child's coach, but please do so before or immediately following their workout
- Practice sessions are closed. Parent must remain outside of the gated area of the pool deck or in the designated sitting area
- Any children not swimming must be with their parent or supervising adult and not on the pool deck
- No one other than a registered swimmer may be in the water at any time
- No pets on deck

### Swimmers

- Go to your lanes a couple minutes before your practice time with your suits, caps, and goggles on. (You don't have to wait for us to call you over)
- Bring your swimming gear and water bottle to your lane for every practice
- Please tell your coach before practice if you have to leave early
- Place your backpacks and shoes up against the gates or walls out of the walk way
- Be considerate of other swimmer's belongings
- Absolutely no changing on deck...changing into or out of your suit must be done in the locker room

## 6. FAMILY VOLUNTEER COMMITMENT

### **Timing at Meets**

When a USA Swim Meet requires the club to staff the timing chairs to time the races, we are required to provide timers during the times specified. Families who have swimmers participating at that swim meet are responsible to cover timing shifts. We want to impress upon the families that timing is a critical and integral function for the swim meets to run, and to take the responsibility seriously. Please refer to the Swim Meet Timing Obligations for details.

### **Fundraising**

We are a parent volunteer non-profit organization. We would like each family and swimmer to make a meaningful contribution to our fundraising projects. Team members are given many opportunities to assist in fundraising through planned activities throughout the year. Fundraising will go towards such things as equipment, travel meets, both in state and out of state, and swimmer banquets.

### **Hosting Meets**

Hosting swim meets is OC Riptide's most critical and biggest method of fundraising. All families will be asked to participate whether your swimmer(s) is participating in the meet or not.

## 7. SWIM MEET TEAM ENTRY PROCEDURE

The current meet schedule is posted on the website and the training groups suggested to attend are listed there as well. Families should review the meet schedule regularly to see which meets are designated for their swimmer(s) to attend. The age group program generally has one regular competition per month for all levels in addition to the four main championship meets of the year.

The age group championship meets are Winter Age Group (WAG, December), Spring Junior Olympics or Red/White Champs or Blue JO Max Champs (February/March), June Age Group (JAG), and Summer Junior Olympics or Blue JO Max Champs or Red/White Champs (June/July). Additional regional and/or national level meets will also be available for qualifying athletes to attend.

An email notice will be sent out approximately one week prior to the sign up deadline for each meet. Before the deadline, you must commit to attend and state which days/sessions you will be available. Please follow the procedure below to commit to a meet.

Log into your Team Unify account, click on the “Events” tab, then select the meet. You will also find the link to the meet information sheet in this area (the meet information sheet provides all the specific details for the meet such as entry fees and special entry rules like maximum swims per day and award information).

If you ARE GOING:

- Click on the Declaration dropdown and select ‘Yes’
- Next select each day/session you plan on attending
  - If you click on a session it will expand and show the events that will be run in that session

If you are NOT GOING:

- Click on the Declaration dropdown and select No Thanks, [Name] will NOT attend this meet

After the deadline, the coaching staff will review all declarations and select events for the swimmers to swim. Then you will receive another email containing the “Entries for Review” report. You will have one day to check and confirm the events and times of your swimmer’s entries and email any corrections change requests to [meetentries@ocriptideaquatics.org](mailto:meetentries@ocriptideaquatics.org). Please note- the coaching staff will make every effort to accommodate requests but ultimately will decide which races a swimmer may or may not enter.

Upon completing the review process, the “Final Entries” report will be emailed to all the families.

The procedure above is used for most swim meets, but some meets such as regional meets and invitational may have different entry procedures which require an alternative method; you will

be notified in those cases. Also, for some of the championship meets the coaching staff may elect to enter all eligible athletes first and then ask if anyone needs to be scratched from the meet (attendance at all Championship meets for eligible swimmers is mandatory).

## 8. SWIM MEET TIMING OBLIGATIONS

The team is required to provide timers during the swim meets. Families who have swimmers participating at that swim meet are responsible to cover timing shifts. We want to impress upon the families that timing is a critical and integral function for the swim meets to run, and to take the responsibility seriously.

- Each family will be asked to time during the session(s) your swimmer(s) are entered.
- These timing assignments will be assigned by the Timing Chairs Coordinator based on the number of swimmers entered in the meet. All families' assigned timing will be notified via email with their timing shift.
- The duration of a timing session will be determined by two factors: the length of the meet and how many timing chairs RIPT is assigned. In general, a timing shift will last between 0.5 and 2.0 hours.
- The order in which families are listed for timing assignments is based upon when their swimmer will be competing. If your swimmers are entered in earlier events, you will be assigned in the early shift. If your swimmers are entered in later events, you will be assigned in the late shift.
- At the meet, for each session please check in by initialing next to your name on the assignment clipped at the team EZ ups to confirm that you are timing. Beginning of each session, please confirm the start time for your shift in case it has moved based on the start time of the session.
- Each family, who has a swimmer signed up for the meet is responsible for their own shift. If for any reason you are unable to time at the meet, it is your responsibility to make arrangements with someone, 18 or older, on the timing assignments who can competently perform the timing task.
- Parents of swimmers in the long distance events (400 IM, 400/500 Freestyle, 800/1000 Freestyle or 1500/1650 Freestyle) are responsible for timing 3 heats of those events in addition to your regular swim meet timing obligation.
- Timing at the Finals of Championship meets will be assigned each day after the Prelims. Families of swimmers coming back for individual events and relays are obligated to time. Parents shall check for assigned timing chairs at the beginning of the finals session warm-ups.
- Failure to show up for your timing shift without prior arrangement will result in a \$25 penalty fee to be charged on the next monthly bill.



## 9. SWIM MEET TIPS FOR THE PARENTS

**Rest** - Make sure your swimmer(s) get a good night's sleep and pack the night before the meet.

**Programs** - May be purchased for a nominal fee and contain information about swimmer's events and heats. Double check your child's events for the meet and speak to the coaches if there are any errors.

**Tents, Canopies & Chairs** - Even when the weather isn't wet, swimmers enjoy having a shaded place to rest and hang-out during races. Many families bring a portable tarp and/or tent to hang-out. Bring a chair(s) for your swimmer(s). Look for our team when you arrive at the swim meet. Usually teams set-up their tents in a group area to create a "home base". The kids can socialize and everyone can look after each other's kids, especially when you are volunteering on deck. **Please be mindful that swimmers have the priority to occupy the Team's tents.** If you plan to have additional family members attending, other than your swimmer(s), please consider bringing your own tent.

**Volunteering** - Don't forget to check in with timing chair coordinators for your timing shift. Remember the meets only run based on volunteer participation.

**Snacks** - While food is available at most swim meets, it's not always nutritional. Parents are encouraged to plan ahead and bring healthy snacks for their children. Having all that you need on hand makes for a relaxing day for swimmers and parents. It is a good idea for kids to snack after each race because they don't always have time to digest a big meal. Some suggestions include: crackers with cheese or peanut butter, applesauce, fruits, dried nuts, yogurt, veggies and dip.

**Swimmer Responsibilities** - Ensure that your swimmer has checked with the coach upon arrival, before and after each race, and before leaving the swim meet. Your swimmer may be in a team relay or in a "final" so it's important to check before leaving.

**Monitor Behavior** - monitor your swimmer's behavior, set geographic / territorial limits (know where they are) you are responsible for your child. If parents must leave the pool area or do their timing shift, delegate the responsibility for the child to another adult. Take young kids to the bathroom before taking them to marshaling for their events.-

**Relax & Enjoy** - consider this your "camping" weekend with the kids, their friends and families they will remember this time together!-

## 10. ATHLETE CODE OF CONDUCT

Athletes and families agree to abide by this code of conduct at all Riptide associated events and agree to review and abide by the additional USA Swimming Code of Conduct (found in the USA Swimming Rulebook and available online at <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1962&Alias=Rainbow&Lang=en> ) while participating on the team.

### BASIC RESPONSIBILITIES

- Swim for the fun of it, not just to please your parents or coach.
- Encourage and support your other teammates during practice and meets.
- Treat all coaches, parents, and teammates with respect.
- Be punctual for all practices and meets. Pool time is very valuable.
- Plan on attending all meets unless you have made special arrangements with your coach.
- Wear Riptide approved swim suits and team caps at meets. This displays team pride and also makes it easier to identify you on the blocks and in the water.
- Be an active participant in all team practices, competitions, fundraising events and other team activities.
- Focus on every drill and every set. Be committed to putting forth your best effort every day. An honest effort does not include cutting laps, pulling on lane lines or missing send offs/sets.
- Pay attention and follow all of the coach's instructions completely and exactly. The coach is there to help you; if any clarification is needed, ask politely.
- The coaches must adapt this philosophy to an infinite number of situations. Swimmers are asked to respect the coach's directions and give their full cooperation. Cooperation with teammates and staff will produce a productive practice and competitive environment for all.

### SWIMMERS MUST:

- Show respect and common courtesies at all times to the team members, coaches, competitors, officials, parents and for all facilities and other property used during practices, competitions and team activities.
- Demonstrate good sportsmanship during all practices, competitions, and team activities.
- Be an active participant in all team practices, competitions, fundraising events and other team activities.
- Come to all team sponsored events in the appropriate attire.
- Respect the coaches' and officials' instructions
- Make every effort to be on time for workouts, competitions, and team events.
- Refrain from foul language, violence, behavior deemed dishonest, discourteous, disrespectful, destructive or offensive to others.
- Follow the directions of the coaching staff and/or chaperones at all times.

- Attend all team meetings and training sessions, unless excused by staff.
- Refrain from the drinking of alcohol or use of tobacco products or illegal drugs or any substances banned by USA Swimming or FINA.
- Avoid any association with such activities as those listed above or association with individuals engaged in them.

#### **CONSEQUENCES FOR VIOLATIONS:**

The coaches have the power to impose the following penalties for any action or inaction they determine to be a violation of the Code of Conduct. The penalties include, but are not limited to the following:

- The swimmer may be given a verbal warning. The swimmer may be sent home with a warning and request for coach-parent conference.
- For repeated or severe violations the swimmer may be suspended for one (1) week. (There will be NO prorated fee for monthly dues.) Repeated or severe violations may result in the swimmer and parent being required to meet with the coach and board to determine appropriate disciplinary action.

## 11. PARENT CODE OF CONDUCT

Athletes and families agree to abide by this code of conduct at all Riptide associated events and agree to review and abide by the additional USA Swimming Code of Conduct (found in the USA Swimming Rulebook and available online at <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1962&Alias=Rainbow&Lang=en> ) while participating on the team.

### BASIC RESPONSIBILITIES

- Read all team emails/communications.
- Practice teamwork with all parents, swimmers, and coaches by supporting the values of Discipline, Loyalty, Commitment, and Hard Work.
- See that your swimmer is on time for practice and arrives on time for meet warm-ups.
- Maintain self-control at all times.
- Know your role: Swimmers, swim / Coaches, coach / Officials, officiate / Parents, support your swimmer(s)
- Call or meet with coaches during normal business hours before or after practice/meets to discuss issues.
- Do not coach your child at practice or during meets, that is the coach's job.
- Do not interrupt or confront the coaching staff on the pool deck during practice or meets.
- Trust and support your swimmer's and coach's decisions around goal-setting, training commitments, swim event entries, and meet schedules. Do not impose your ambitions on your child.
- Any questions about disqualifications, judging, etc. should be directed to your swimmer's coach.
- Get involved...be an official, work on the board, help plan a fundraiser, be a volunteer, help plan a group social. Find something you enjoy!
- Fulfill your meet timing responsibilities punctually and for the complete duration of your shifts.
- Share the burden among parents by volunteering for necessary functions at team events and swim meets.
- Pay your fees on time.

### PARENTS MUST:

- Set the right example for children by showing respect and common courtesies at all times to the team members, coaches, competitors, officials, parents, and for all facilities and other property used during practice, competition, timing, or other team activities.
- Demonstrate good sportsmanship during all practices, competitions and team activities.

- Be an active participant in all fundraising events and other team activities and encourage and support your child by permitting them to be timely for practices and competitions.
- Recognize that OC Riptide coaches are professionals and allow them to coach your child(ren) without interference during workouts and meets, including sitting in appropriate observation areas for practice and meets
- Address any concerns, conflicts, or issues (during meets, practices, or other team functions) you may have with a coach or board officer in private. Do not engage/confront directly with meet officials/administration.
- Insist that your child(ren) refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, abusive or foul language, inappropriate sexual conduct, or any other behavior deemed dishonest, discourteous, offensive or disrespectful of others.
- The head coach and board member have the authority to impose disciplinary action against a member-family for action(s) or inaction they determine to be in violation of the Code of Conduct.

**Violations of this code of conduct may result in, but not limited to:**

1. Warning
2. Suspension
3. Expulsion

## 12. ACTION PLAN OF OC RIPTIDE AQUATICS TO ADDRESS BULLYING

### **PURPOSE**

Bullying of any kind is unacceptable at OC Riptide Aquatics (“OC Riptide”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. OC Riptide 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 OC Riptide’s Bullying Policy and Action Plan:**

- To make it clear that OC Riptide will not tolerate bullying in any form.
- To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
- To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- To make how to report bullying clear and understandable.
- To spread the word that OC Riptide 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, images, sounds, 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:

- Causing physical or emotional harm to the other member or damage to the other member’s property;
- Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- Creating a hostile environment for the other member at any USA Swimming activity;
- Infringing on the rights of the other member at any USA Swimming activity; or
- 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 an OC Riptide Coach, Board Member, or other Safe sport Officer
- Write a letter or email to OC Riptide Coaches, Board Members, or Safe sport Officer (safesport@ocriptideaquatics.org)
- 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 bullying behavior can be stopped as soon as possible.

## HOW WE HANDLE BULLYING

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

- Intervene immediately. It is ok to get another adult to help.
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the kids involved, including bystanders.
- 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.

- Keep all the involved children separate.
- Get the story from several sources, both adults and kids.
- Listen without blaming.
- Don't call the act "bullying" while you are trying to understand what happened.
- It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves **social bullying** or **cyberbullying**. Collect all the available information.

Then, we determine if it's bullying.

Here are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- Review the USA Swimming definition of bullying;
- 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?
- 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.
- Once you have determined if the situation is bullying, support all of the kids involved.

### SUPPORTING THE KIDS INVOLVED

Support the kids who are being bullied

- 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.
- 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:
- 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.
- Develop a game plan. Maintain open communication between OC Riptide and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

### ADDRESS BULLYING BEHAVIOR

- Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- Work with the child to understand some of the reasons he or she bullied. For example:
- 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.
- 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.
- 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:

- Write a letter apologizing to the athlete who was bullied.
- Do a good deed for the person who was bullied, for OC Riptide, or for others in your community.
- Clean up, repair, or pay for any property they damaged.
- Avoid strategies that don’t work or have negative consequences:



- 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.
- Conflict resolution and peer mediation doesn'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.
- 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.

### ***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.

- Be a friend to the person being bullied;
- Tell a trusted adult your parent, coach, or club board member;-
- 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.”
- Set a good example by not bullying others.
- 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.

## 13. MINOR ATHLETES ABUSE PREVENTION PROGRAM (MAAPP)

### 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

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 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.

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

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

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.

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.

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

Minor Athlete 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.

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.

## **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 the 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.

**MASSAGES 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. 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.

## 13. RESOURCES

**USA Swimming:** [www.usaswimming.org](http://www.usaswimming.org)

Excellent resource for parents and swimmers passionate about the sport.

**Time search at USA Swimming:**

<http://usaswimming.org/DesktopDefault.aspx?TabId=1470&Alias=Rainbow&Lang=en>

This link allows you to do a query into the USA Swimming database of results on your USA Swimmer times

**Southern California Swimming:** [www.socalswim.org](http://www.socalswim.org)

All Southern California Swimming news, upcoming meets, results, rules and forms are available on this site.

**SCS Time Standards:** [www.socalswim.org/TimeStandards/](http://www.socalswim.org/TimeStandards/)

This link provides the time standards for White, Red, & Blue times, Invite Times, Junior Olympic Times and other times.

**Competitive Aquatic Supply (CAS) Swim Shop:** [www.casswimshop.com](http://www.casswimshop.com) (team code: RIPT)

15661 Container Lane, Huntington Beach, CA 92649

(800) 421- 5192

M-F: 9am-5pm

SAT: 10am-2pm



## 14. CONTACT INFORMATION

Website: [www.ocriptideaquatics.org](http://www.ocriptideaquatics.org)

General questions: [info@ocriptideaquatics.org](mailto:info@ocriptideaquatics.org)

Meet questions: [meetentries@ocriptideaquatics.org](mailto:meetentries@ocriptideaquatics.org)

Billing questions: [swimtreasurer@ocriptideaquatics.org](mailto:swimtreasurer@ocriptideaquatics.org)

Safe Sport questions: [safesport@ocriptideaquatics.org](mailto:safesport@ocriptideaquatics.org)

Phone number: (657) 206-5502

Team Member Handbook is updated as policies change. It is the member's responsibility to obtain and be informed Riptide's updated policies and follow them.

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## Orange County Riptide Aquatics Club Swim Team Policy Handbook Agreement

We acknowledge that we have received a copy of the Orange County Riptide Aquatics Club (“Riptide”) Swim Policy Handbook dated June 17, 2019. We have read and understand the contents of this Policy Handbook and will act in accordance with these policies and procedures.

We have also read the Code of Conduct in this Policy Handbook and understand that, as a member of Riptide, we will be required to abide by the Code of Conduct. We acknowledge that any violation of the Code of Conduct will result in disciplinary action as defined in the policy.

We acknowledge that the Policy Handbook is available online and will be updated throughout the year and that it is our responsibility to be aware of and to adhere to the changes in policy as they occur.

We also authorize Riptide to bill through Team Unify for any charges incurred, including, without limitation, the monthly fees, USA membership dues, apparel, and missed timing shift fee.

We grant Riptide and its employees and agents the right to photograph, film or record, and to use, edit, copy, display and publish, without receiving compensation, the Audio/Visual Images of us for the purposes of promotion, publicity, advertising and other purposes for the Riptide swimming program in all media, including, but not limited to, use in the Riptide team website, newsletters, fliers, and display at team banquets/parties. “Audio/Visual Images” shall mean the image, likeness, voice, name, and/or statements, and photographs, digital or video images, audio recordings, and/or any other electronic and printed formats. We agree that the Audio/Visual Images are the property of Riptide.

By signing and initialing below acknowledges indicate that we read and will uphold the entire Policy Handbook. We will return to a signed copy of this page to the Team Manager and it will be kept on file.

**Swimmer Agreement:**

Name:

Signature:

Date:

Please also initial to indicate you have read and agree to each of the following sections:

\_\_\_\_\_ Bullying Policy  
\_\_\_\_\_ MAAPP  
\_\_\_\_\_ Deck Policy  
\_\_\_\_\_ Code of Conduct for Swimmers/Athlete

**Parent Agreement:**

Name:

Signature:

Date:

Please also initial to indicate you have read and agree to each of the following sections:

\_\_\_\_\_ Program Fees/Monthly Billing Policy  
\_\_\_\_\_ Swim Group Guidelines  
\_\_\_\_\_ Riptide Policy & Coaches’ Policies on Deck  
\_\_\_\_\_ Family Volunteer Commitment  
\_\_\_\_\_ Swim Meet Team Entry Procedure  
\_\_\_\_\_ Swim Meet Timing Chair Obligation  
\_\_\_\_\_ Swim Meet Tips for Parents  
\_\_\_\_\_ Code of Conduct for Parents  
\_\_\_\_\_ Team Policy Agreement/Media Authorization