Parent Handbook

About Us

Pocahontas Aquatic Club (PAC): A Legacy of Growth and Community Impact

Founded in the early 1980s, the Pocahontas Aquatic Club (PAC) began as a seasonal summer swim program dedicated to promoting physical development, discipline, and sportsmanship through swimming.

Milestones in PAC's Evolution:

- 2002: Joined the AAU South Wind Swim Conference (SWSC), competing in the summer league.
- 2016: The indoor Pocahontas Aquatic Center opened in February, enabling year-round training and programming.
- Fall 2016: Transitioned to a year-round swim club, expanding opportunities for athletes and families.
- 2020: Launched a comprehensive swim lesson program at the indoor facility, making swimming more accessible to the community.
- 2021: Established as a standalone 501(c)3 Non-Profit Organization
- 2023: Introduced a USA Swimming Club, elevating competitive opportunities for PAC swimmers.
- 2024: Expanded with a satellite summer league and swim lesson program in Corning, further extending PAC's reach and mission.

Mission Statement

PAC Dolphins Swim Team: Building Strong Swimmers and Stronger Communities

The PAC Dolphins Swim Team was founded with a clear purpose: To nurture each swimmer's potential while promoting physical development, self-discipline, team loyalty, cooperation, and a spirit of good sportsmanship.

Our Mission in Action:

- Expanding Access to Safe Swimming
- We're committed to making swimming accessible in our rural community by offering low-cost swim lessons and creating clear pathways from lessons to team participation.
- Developing Future Coaches and Leaders
- Through our Junior Coach Program, Team Mentor Program, Swim Buddy initiative, and partnerships with local high schools and colleges, we're cultivating a passionate and skilled coaching staff.
- Growing the Team, Growing the Reach
- By establishing summer league satellite pools in nearby towns, we're extending our impact and welcoming more families into the PAC Dolphins community.

PAC – Pocahontas Aquatic Club

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Coaches:

Anna Lawhon – USA & AAU	Head Coach and Lesson Director	coachannaswims@gmail.com
Christina Swint – USA & AAU	Ast Coach, Lesson Instructor, Site Coach	Team email coming soon
Alexis Lawhon – USA & AAU	Ast Coach & Lesson Instructor	coachalexisswims@gmail.com

Board of Directors:

Anna Lawhon – USA Member	Chair	coachannaswims@gmail.com
Christina Swint – USA Member	VP	Team email coming soon
Andreana Difani – USA Member	Treasurer	Team email coming soon
Michelle Throesch -	Secretary	Team email coming soon

Parent Reps: Coming Soon

Training Group Structure & Move-Up Requirements

Update in Progress

Swimmers will be grouped to support optimal development and achievement within our competitive program. Final group assignments are determined exclusively by the coaching staff.

Fees and Billing

Update in Progress

- Dues and registration fees for PAC Swim are determined by each swimmer's practice group and location.
- To view specific pricing, visit the team website, click the Parent Portal Tab, click Groups & Fees
- The Fall/Winter team registration fee is due at initial enrollment and again each fall at renewal.
- Summer League swimmers – TBD
- Registration Fee Due at initial enrollment.
- Those who plan to participate in USA Swimming-sanctioned meets, must maintain a current USA Swimming membership
- New swimmers are responsible for purchasing their membership directly through the USA Swimming website after September
    - There are multiple levels of membership for USA Swimming.
    - Please speak to a coach about which option is the best fit.
    - Outreach, Seasonal, Flex, Full.

- The registration fee is due at the time of Registration.
- Monthly tuition billing will be processed on the 20th of each month.
- NON-summer league meets fees will be processed within 7-12 days after each meet.
- Summer league meet fees will be processed within 5 days after each meet.
- The billing system has failed to process meet fees in the past in the given timeframe. If that happens, you will be notified before the billing is re-processed via a form of team communication. BAND, Email, Text, or another message format.

Family Discounts: 2nd swimmer receives 10% off. 3rd swimmer and beyond receive 20% off. There are no sibling discounts for scholarship participants or swimmers receiving otherwise discounted dues.

Due Dates and Late Fees – Update in progress

How To Withdraw Your Swimmer From the Team-

- To withdraw from PAC Swim, **a withdrawal request must be emailed to beadolphinswimmer@gmail.com by the 1st of the month,** with WITHDRAWAL in the subject line, prior to the monthly billing period of desired withdrawal.
- Failure to do so will result in charges for the following month.
- Verbal communications, texts, and implied communications do not qualify as formal withdrawal and will not stop billing. There are no exceptions.

USA Swimming/PAC Swim Outreach Membership: USA Swimming and the Pocahontas Aquatic Club are proud to offer the Outreach Membership Program, designed to make year-round swimming more affordable and accessible.

To apply, please complete the Outreach Membership Application Form found on our website. If you have questions or need more information, please contact. Coach Anna Lawhon.

Team Scholarships: PAC does offer team scholarships for gear, suits and other items. Please speak to Coach Anna.

Swim Meet Entry Fees

Meet fees are charged to each swimmer's account based on the events they are registered to attend.

In addition to these fees, a $5-20 team surcharge per swimmer per meet will be applied. This service charge helps cover administrative processing and coaching support during the meet.

For example, if your swimmer swims in 4 individual events at a USA Meet, the fees might look something like the following: $30.00 surcharge ($15.00 team surcharge + $10.00 facility fee + $5 Arkansas Swimming Fee); $12.00 event fee ($3.00 for each of the 4 events); so the total cost to swim the swim meet would be $42.00.

- PAC does offer flat AAU rate meets in the Fall-Spring.
- The meet fee will be listed for each meet.
- PAC summer league meets have a $5 surcharge.

These meet fees are separate from and in addition to the regular monthly training fees. Nonpayment of meet fees will result in the swimmer being ineligible to participate in future meets until the balance is paid, in accordance with our standard payment policy.

Once the entry deadline for a swim meet has passed, meet fees are non-refundable, regardless of whether the swimmer attends. PAC Swim collects these fees based on the entries submitted at the deadline and does not issue refunds. Therefore, the account holder is responsible for all meet-related charges once entries are finalized.

Practice Groups – Pocahontas

300 Geneva Drive, Pocahontas AR 72455

Summer League Levels – determined each spring.

Guppies – 30-45 minutes (AAU)

- Learn the basics of freestyle, backstroke, sit dives, CBS, handstands, bobs, and more.
- Practice 2 times per week
- Coach in the water
- Goal - graduate to the Starfish
- Joins the Fun-day Friday practice once per month

Starfish - 45-60 minutes (AAU & USA)

- Learn the basics of swim team.
- Practice 2 times per week
- Freestyle, backstroke, beginning breaststroke, beginning butterfly, basic flip-turns and basic dives.

Yellow - 45-60 minutes (AAU & USA)

- Learn the basics of swim team.
- Practice 2-4 times per week
- Become legal in 4 competitive stokes, starts, and turns.

Red – 60-90 minutes (year-round) (AAU & USA)

- 4-5 Available practice times per week
- Goal to attend 4-5 practices per week
- Legal swims in 4 competitive stokes, IM, starts, and turns.

White & Blue - 90-120 minutes (year-round) (AAU & USA)

- 4-6 Available practice times per week
- Goal to attend 4+ practices per week
- Legal swims in 50 & 100 plus 200 Free, 400 Free, 200 IM, 200 Back and either the 200 Breast or 200 Fly. If over 13, mile time.

Corning – Summer Only

501 W 9th St, Corning, AR 72422

Summer League Levels – determined each spring.

Satellite – Summer Only

Summer League Levels – determined each spring.

Practice Schedules

Practice schedules are posted on the team communication app BAND and vary by season, location, and team level. We no longer publish detailed practice schedules publicly.

Swimmers are encouraged to attend as many practices as possible to support their development and strengthen team cohesion. Please note that schedules may be adjusted due to meet conflicts, facility or coach availability, or weather-related closures.

If the Pocahontas school district closes due to weather, practice will be canceled unless otherwise communicated. Make-up practices are not guaranteed, as they depend on facility availability. For specific attendance expectations, check with your site coach. Updates and cancellations will be shared through your location's Band App.

Equipment

- Swimmers are required to bring specific training equipment to each practice. The swimmer is responsible for ensuring that equipment is present and ready for use at each practice.
    - Water bottle, suit, swim cap, goggles
- The team tries to provide the following equipment through donations and fundraising.
    - Fins, Kickboards, Pull Buoys, and Paddles.
- Swimmers are welcome to supply their own gear and transport it to/from the pool.
- Snorkels and other gear are required for specific groups. These items are not supplied by the team and should be transported to practice in the swimmer's backpack.
- Each swimmer is tasked with cleaning up after practice and placing the borrowed gear back in the appropriate place.
- Team gear is not for use by the general public.

Fundraising Obligation
Update in Progress

Fundraising plays a crucial role in supporting the mission and operation of PAC Swim, and we make it easy, enjoyable, and rewarding!

With options like 10 for SWIM, Heat Sheet Ads, and creative calendar fundraisers, families can get involved in ways that suit their schedule and strengths.

Thanks to a wide range of accessible and fun opportunities, meeting your fundraising goal is more achievable than ever, and we're here to support you every step of the way.

The Fall Sponsorship Drive directly contributes to meeting your fundraising goal. Every family, Starfish and above is asked to secure at least one sponsor, regardless of team level. Whether large or small, these contributions make a big difference in helping our team thrive.

It's not only great for our program, it's a win for local businesses too! Sponsorships help promote and elevate their brands within our extended swim family and beyond, while allowing them to invest in youth sports and community wellness. By supporting the team, they're also supporting a thriving network of businesses that form the backbone of our community.

Team Level	Fundraising Requirement	Due Date(s)
TBD		
TBD		
TBD		

Every family is expected to participate in fundraising. Requirements vary by team level:
Please note: If your account is frozen or if you withdraw early and have not yet met your fundraising requirement, the balance will be prorated and still owed based on participation to that point in the year.

Volunteer Obligation
Update in Process

PAC is a WORKING TEAM.

PAC is not a bleacher team.

See a need, fill a need, and leave things better than you found them.

Our swim program thrives because of the dedication and teamwork of our PAC families. Volunteers are the backbone of our home meets, ensuring events run smoothly, creating a positive experience for our swimmers, and fostering the tight-knit spirit that makes our team so special.

To maintain this high standard, we ask that **all families with a swimmer participating in a home meet must volunteer for the same number of sessions in which their child competes. Summer league volunteer obligations will follow a different format.**

- Volunteer assignments may be adjusted by the Meet Director or Volunteer Coordinator based on event needs and individual skill sets.
- Unless given prior approval by the Meet Director, volunteers are expected to stay for the full duration of their assigned session, even if their swimmer has finished competing.
- If a family is unable to participate or volunteer at a home meet, they will be asked to make a monetary donation or a donation of supplies.

Role	Job Description	Name
Administrative Director	Oversees team logistics, records, and internal operations	Coach Anna Lahwon
Administrative Assistant	Supports the Administrative Director in managing team operations and communications	
Meet Director	Plans and oversees all swim meet operations and logistics	Coach Anna Lawhon
Officials Chair(s)	Leads the recruitment, certification coordination, and scheduling of meet officials.	Michael Lawhon Beth Coon
Awards Chair	Organizes and distributes swimmer awards to site coaches and athletes.	Season Specific
Media	Creates and distributes team media and updates	Meet Specific
New Parent Liaison	Welcomes and guides new families through team policies and culture	Season Specific
Website Coordinator	Maintains and updates the team's website and online calendar	Coach Anna Lawhon
Hospitality Chair	Provides refreshments and hospitality for meets and official guests	Meet Specific
Fundraising Chair	Leads fundraising efforts and community outreach campaigns	
Sponsorship Chair	Secures financial and in-kind support from businesses and sponsors	
Team Physician	Offers guidance on swimmer health, illness policies, and injury response	Dr. Lee Coon
Safe Sport Chair	Ensures compliance with Safe Sport policies and athlete protection standards	Michael Lawhon
Volunteer Coordinator	Manages sign-ups for swim meets, volunteers, timers, and event help.	

Volunteer Opportunities at Swim Meets

Timers: **This is the MOST IMPORTANT JOB AT A SWIM MEET**!
Be part of the race from start to finish! As a Lane Timer, you'll stand poolside with stopwatch and plunger in hand, recording backup times for each swimmer. One timer per lane also jots down results on a clipboard. You'll attend a quick Timer Meeting about 30 minutes before the session starts to get instructions. No experience needed, just bring your focus, energy, and love for the sport. It's one of the most exciting ways to support the team and stay in the middle of the action.

Hospitality: Join the heart of meet-day energy as part of the Hospitality Crew! You'll serve meals and drinks to coaches and officials, and keep our amazing volunteers fueled with snacks and refreshments throughout the session. It's a fun, fast-paced role that lets you mingle, stay active, and spread good vibes behind the scenes. Two to four volunteers are needed per session experience needed, so bring your smile and team spirit!

Check-In Table Attendant: This is meet specific and not utilized all of the time. Be the welcoming face of the meet! As a Check-In Table Attendant, you'll greet coaches and volunteers as they arrive, distribute credentials like wristbands or lanyards, and help direct them to their assigned areas. You'll also assist with sign-in sheets, answer basic questions, and help maintain a smooth flow at the entrance. This role starts about 30 minutes before warm-ups and is perfect for those who enjoy being organized, helpful, and part of the meet's front-line energy. No experience needed, just a friendly attitude and a knack for keeping things running on time.

Meet Runner: Meet Runners keep things moving by delivering timer sheets, DQ slips, and posting results between deck and admin areas. The role involves walking, so it's great if you enjoy staying active and being helpful. You'll assist officials with quick errands and support the meet's smooth flow. No experience needed—just comfy shoes and a can-do attitude.

Announcer: The announcer uses the P.A. system to announce each event, heat, and swimmer in the water. Results are also announced when confirmed. Plan on arriving for your post 10 minutes before the warm-up begins. IF YOU LIKE TO TALK AND ARE GOOD AT GUESSING NAME PRONUNCIATIONS, THIS MIGHT BE FOR YOU! This is a very fun job!

SST Timing Workers: Runs the electronic timing system during swim meets, operating the console that captures official race times. Responsibilities include starting races, monitoring touchpad and button inputs, and coordinating with officials to resolve timing issues. Requires on the job training. A key role for accurate results and smooth meet operations.

Officials/Referee, Starter, Stroke and Turn Judges: Observe races up close, make real-time calls, and help create a smooth, professional environment for athletes to shine. Certification is required and provided through seasonal training clinics. It's a front-row seat to the sport your child loves, a chance to learn every detail of competitive swimming, and a meaningful way to make an impact.

Administrative Officials: The Administrative Official ensures the smooth operation of the "dry side" of swim meets. Responsibilities include verifying entries, managing scratches and timing data, resolving discrepancies, and posting official results. This role requires certification and close coordination with meet referees and timing staff. It's a key behind-the-scenes position that keeps every race running on time and by the rules.

Meet Marshals: Be the friendly face of safety on deck! Meet Marshals help keep swim meets running smoothly by monitoring warm-up areas, locker rooms, and deck spaces. You'll guide traffic, prevent unsafe behavior, and make sure everyone follows the rules while rocking a bright vest and staying close to the action. No experience needed—just a good attitude and a sharp eye.

Swim Meet Information

Philosophy of Competition - At PAC Swim, winning isn't just about placing first, it's about demonstrating the qualities of a true champion. We value traits like focus, active listening, positivity, and dedication to personal goals. Every swimmer, regardless of where they finish, has the opportunity to embody these winning characteristics.

We view sports not as an end goal, but as a powerful tool for teaching life lessons. Through structured competition, swimmers learn the importance of effort, accountability, and persistence. To us, a race isn't measured only by medals or time drops, but by how much a swimmer grows from the experience.

While trophies and records may fade from memory, the personal development gained, like discipline, time management, and confidence, lasts a lifetime. These are the lessons that help swimmers reach their full potential, both in and out of the pool.

What is expected of your swimmer - Good sportsmanship is a cornerstone of our team culture. Swimmers are taught how to carry themselves like champions, whether they're celebrating a personal best or learning from a tough race. Respect for coaches and officials, encouraging teammates, showing discipline, and displaying a positive, mature attitude are all behaviors that are recognized and celebrated.

Swimmers are trained and encouraged to compete in all strokes and distances to build versatility and discover new strengths. As athletes grow and refine their skills, their top events may evolve, making it important to keep an open mind and embrace every challenge.

Team spirit is a huge part of who we are. At meets, PAC swimmers are expected to sit together, support one another, and represent the team with unity and pride.

Participation in all qualified PAC Swim home meets is expected, unless excused by a coach.

Selecting Meets and Events for the swimmer - Swim meets aren't required, but they're a big part of what makes team culture thrive, especially at the home meets we host. They're where pride, progress, and community shine. According to USA Swimming, athletes who compete in 4 to 5 meets a year are more likely to stay in the sport long-term, making meet participation one of the best investments in a swimmer's growth and commitment.

The full meet schedule, including locations, event types, and recommended participants, is posted on the team website. Families should consider their priorities when deciding which meets to attend. Swimmers may participate in a single session or every day of the meet.

If your swimmer will not attend, please go to the website and choose "Not Attending" so coaches can plan accordingly. Once committed, coaches will select events based on each swimmer's goals and progress.

For help with registration, check out the "How to Register for a Meet" section online for step-by-step guidance.

Swim Meet Schedules

The current meet schedule is available on our website and or BAND and is designed with the expectation that swimmers will participate in as many meets as appropriate for their classification level. As swimmers progress into higher training groups, their meet participation expectations increase accordingly.

We only include meets on the schedule that we believe offer valuable competitive opportunities. Ideally, swimmers should aim to compete about once per month.

The coaching staff retains final authority over which meets the team attends. If you're interested in a meet not listed on the schedule, please speak with a coach before making plans.

Please check the meet schedule frequently, as changes can occur throughout the season. Meets may be canceled or updated, and sometimes the format or circumstances may shift in a way that no longer aligns with our team's goals.

Out of Town Meets

Out-of-town meets are a great way for swimmers to gain experience racing in new settings, face different competitors, and strengthen bonds with teammates. These events often lead to stronger team connections and valuable growth, both in and out of the pool.

We encourage families to take advantage of travel meets whenever possible. Parents are responsible for arranging transportation and overnight accommodations for their swimmers.

- Hotel reservations are made individually**.**
- When available, a team hotel will be listed in the meet information. These can book up quickly, so we recommend planning ahead.

Attending travel meets gives swimmers a chance to step out of their comfort zones, explore new opportunities, and enjoy being part of the broader swim community.

Retrieving the Meet Information

To view upcoming meets, head to the Meets tab on our website. There, you'll find a list of scheduled events with brief descriptions. Click on the bolded meet name you're interested in to open the Team Events Details page, which includes the event date, registration deadline, and a summary tailored to our team. Be sure to review the meet documents.

Keep in mind that meet formats vary, some younger swimmers may compete in morning or afternoon sessions depending on the event.

Important: Once the registration deadline has passed and entries are submitted to the host team, families are financially responsible for the selected days/sessions, even if the swimmer does not attend.

Registering For a Meet on the Website

Please follow the instructions listed on the team website.

- Parent Portal Tab
- How to register for a Swim Meet. This tab has detailed instructions on how to register for a meet.

If you are unable to attend the meet after you have declared to do so, contact your coach as soon as possible. Entry and meet fees are generally non-refundable.

Meet Registration

Attending or NOT Attending

- Meet registration – after declaring "Attending or Not Attending", you must scroll down, and press SAVE.
- By declaring Meet Attendance, it saves the coaching staff time and allows them to form proper relays.

Meet Registration Notes

After committing to a meet, the coaching staff will create an entry file for the host team before the entry deadline. Once this is done, the system will update their individual entries in your Parent Portal. Before the meet, the Individual Entry Report is shared in the swim meet specific BAND group.

Relays are typically organized at the meet based on swimmers' times, though coaches may adjust lineups as needed. Swimmers should always confirm with a coach before leaving in case they're on a relay.

Some sessions may include "Open" events available to all ages. If your swimmer can't attend their age group session, they may enter an open session, but they could be racing against older competitors.

For prelims/finals meets, swimmers are expected to return for finals if they qualify, please plan accordingly.

At PAC-hosted meets, families must volunteer for one session each day their swimmer competes (see Volunteer Policy).
A swimmer's age on the first day of the meet* determines their age group. *SWSC Summer League has specific guidance regarding the age up deadline for summer.

Swim Meet - What to bring?

More information and a checkoff list can be found -
https://www.pacdolphins.com/swim-meet-basics.html

Swimsuit (2)	Towels – at least 2	Camp or Bleacher Chair. Not all venues provide seating to the swimmers or spectators. Communicated beforehand.
PAC Swim Cap (2)	Team Apparel	
Goggles (2)	Parka*	$10-25 cash - to purchase heat sheets
Sharlie, highlighter, pen	Book, Cards, Game	Cooler or lunchbox – healthy options.

Swim Meet Attire

- Team attire is strongly encouraged at all meets to promote unity and team spirit.
- Each swimmer receives a team t-shirt and a swim cap as part of their registration package.
- Throughout the year, additional apparel, including t-shirts, sweatshirts, and other PAC-branded gear, is available for order through the team.
- * Parkas are also highly recommended item, to keep swimmers comfortable after workouts, between events at indoor meets, and during inclement weather.
- Team suits, while not required, may be purchased through the PAC Pro-Shop.

Technical suits, when worn at swim meets, must be FINA-approved suits. **Only 12 & Under approved Technical Suits may be worn by any 12 & under USA Swimming athlete member in competition at any Sanctioned, Approved, or Observed meet.**

What to Expect when you arrive at a Swim Meet

● Arrive at least 15 minutes prior to your swimmers' scheduled warmup time.
● Look for other team members to establish a team area.
● Swimming is a team effort. Please cheer on other PAC swimmers, sit with the team, and wear your team t-shirt.
● Purchase a Heat Sheet from Clerk-of-Course, Pro-Shop, or entrance to the meet. Location of the heat sheets is facility specific.
● Locate your events on the Heat Sheet. Use your highlighter, and highlight each event, heat number, and the lane you will be swimming.

General Information for Meets

https://www.pacdolphins.com/swim-meet-basics.html

Heat Sheets:

- Heat sheets are typically available for purchase at the meet, usually in the lobby or concession area, apx $5 to $25.
- In some cases, they may not be printed on-site but instead shared digitally via email, the team website, or apps like *Meet Mobile*.
- A heat sheet lists all swimmers in each event, organized by seed time.
- When entries are submitted, each swimmer is listed with their best recorded time in that event.
- If a swimmer is competing in an event for the first time, they'll be entered as a "no-time" or "NT."
- A swimmers best time will be converted to the course length for the meet.

Clerk of Course: In USA Swimming, the Clerk of Course plays a very different role than in recreational swim leagues. Their main duties include handling positive check-ins, managing deck entries, and processing scratches. They do *not* organize swimmers or ensure they arrive at their races. It is the swimmer's responsibility to know their event schedule and get to the blocks on time. Coaches will assist newer or younger swimmers to help them stay organized and confident as they learn the ropes.

Deck Entries and Scratches: Each meet has a limit on how many events a swimmer can enter per session and overall. These limits vary by meet and are listed in the official meet information. If your swimmer is not entered in the maximum number of events, you may request a deck entry, an event added at the meet—with coach approval. Deck entries typically cost more and must be paid directly to the host team at the event. If your swimmer needs to scratch (withdraw from) an event, this also requires coach approval. Please note that scratched events are non-refundable, even with approval.

Positive Check-In: Many distance events (400, 500, 1000, 1500, etc.) are limited to a certain number of swimmers and require a positive check-in 30 minutes prior to the start of the meet. When a swimmer who is swimming in one of these events arrives at the pool, they must check-in with their coach and the Clerk of Course to ensure positive check-in for the event. If they fail to provide positive check-in, they will lose their spot in the race. Positive check-in is the responsibility of the swimmer.

Prelims/Finals Meets: Some meets use a prelims/finals format where swimmers compete in the morning prelims for a chance to qualify for finals in the evening. The top 8 or 16 swimmers, plus two alternates, typically return for finals. If your swimmer qualifies but isn't planning to swim in finals, you must scratch them within 30 minutes of results posting, after first speaking with a coach. Failure to scratch and not showing up can lead to disqualification from the rest of the meet. Relays often occur during finals, so swimmers may need to return even if they don't qualify individually. This format is common at championship and select seasonal meets.

Swim Meet
Levels of Achievement

- USA Swimming recognizes five primary age-group classifications: 10-Under, 11-12, 13-14, 15-16, and 17-18.

- A swimmer's age on the first day of a meet determines their age group for the entire meet. However, not all meets offer every age group, so it's important to review meet details carefully.

- Within each age group, swimmers are placed into nationally recognized achievement levels based on their times. All swimmers begin as "C" swimmers. And can progress through "B", "BB", "A", "AA", "AAA", and ultimately "AAAA" and they improve. These time standards are updated every four years by USA Swimming to ensure fair and motivating competition across all levels.

- It is common for swimmers to hold different classifications in different strokes; for example, a swimmer might be a "C" in breaststroke, a "B" in freestyle, and a "AA" in backstroke.

- Some meets require swimmers to meet specific qualifying times to enter certain events. PAC expects all athletes to compete at the highest level for which they've qualified, maximizing both challenge and growth.

Warm-ups

Many meets use split warm-ups, where teams are assigned to either the first or second half of the warm-up period. It's important to read team communication before the weekend to know which warm-up session your swimmer is assigned to and plan accordingly.

All swimmers are **expected to participate in warm-ups**. Skipping warm-up to "save energy for the race" is not recommended and can actually hurt performance. A proper warm-up increases blood flow, activates muscles, and helps swimmers mentally prepare, reducing the risk of injury and improving race readiness.

- If your swimmer is late and the team has the first warm-up, they may miss the opportunity to properly prepare for their races.
- Some meets provide warm-up/cool-down lanes or pools, designated areas for swimmers to loosen up before or after races. Swimmers should check with their coach to see if and when they should use these areas.
- These lanes are for swimming only. No playing allowed.
- Diving is strictly prohibited during warm-ups and in warm-up/cool-down areas. A first violation may result in disqualification from the swimmer's next event.
- After warming up, swimmers should return to the team area to rest and stay focused.

Relays

Relays are one of the most fun and important parts of swim meets. Getting picked means your coaches and teammates trust you, not just to swim fast, but to be a solid teammate. If you're chosen, you're expected to swim unless your coach says otherwise. Relays build team spirit and skipping one to focus on individual events can come off the wrong way. Great swimmers race for their team as much as themselves.

The focus of the Relays is determined by team need and the meet focus.

Example 1) There are many new swimmers. Making the most relays as possible is the focus.
Example 2) This is a rested meet. Compiling the fastest relay for scoring and awards is the focus.
Example 3) The fastest swimmers are split to form 2 or 3 Medley Relays, instead of only 1. Thus, allowing for more participation in the Medley Relays.

Preparing to Race

- Swimmers should go talk to their coaches several heats before their heat. The coaches will give the swimmer reminders for their race.
- If your swimmer is hesitant to swim an event he/she has previously entered, please have him/her discuss it with the coaches prior to the event.
- The swimmer will report behind the blocks two or three heats prior to their race to the lane that is in the Heat Sheet and on your child's grid.
- It is the swimmer's responsibility to report to the starting block for each event on time.
- Bullpen – The use of a Bullpen or staging/lineup area for younger swimmers is meet or facility specific.
- The meet announcer will make announcements for each event. They will also announce the last call for a particular event. Please make sure your swimmer is listening to the announcer to go behind the blocks at the correct time.
- If your swimmer is not on the starting block upon the call for their heat, they will be prohibited from swimming at that event.
- The coaches work with the swimmers to understand the whistle sequence from the starting officials. Three short whistles (get your wiggles out & get your goggles on) mean the swimmers should be standing right behind the block and ready to step up. One long whistle (get on the blocks, jump in the water for backstroke, or step up to the side for side divers) indicates the swimmer MUST step up on the block and get their toes over the edge of the block in preparation for the start. A swimmer needs to understand they cannot be distracted by the timer or other swimmers as they listen for their "whistles."
- If another swimmer tries to step on the block assigned to your swimmer, the coaches encourage your swimmer to also step on the block or to get the attention of the officials immediately. Your swimmer cannot let the other swimmer get on the block and swim the race with the assumption that they will get the opportunity to compete in the next heat. This may not happen, and your swimmer may miss their opportunity to race.
- Swimmers not comfortable diving from the blocks are allowed to dive from the pool deck next to their block. Swimmers will not be disqualified for not diving.

- Appropriate diving technique and streamlining underwater will help swimmers keep their goggles on during the start. If a swimmer's goggles come off their eyes during the start, they are expected to continue swimming in the race.

After Your Swimmer Swims an Event

● Immediately after the swim event, and before coming to see the parents, your swimmer should go talk to the coach. The coaches will discuss your swimmer's performance and offer them constructive criticism, positive encouragement, and technical advice;
● Final results for each event will be posted by swim officials. Please review for accuracy and notify coaches, if you see a mistake.
● For Prelim/Final meets, it is the swimmer's responsibility to listen for the results and scratch from finals within the allowable time frame (or the swimmer will be disqualified from the next event).
● We encourage you and your swimmer to keep a log of your child's best times from each meet. This helps the athlete take responsibility for their performances. You may also look up your swimmer's results on the team website or "Meet Mobile" app.
● Please encourage your child to pick up trash around the team area and thank the volunteers at the end of the meet

Disqualification

You will hear parents and swimmers talk about being DQ'd. Unfortunately, this does not refer to Dairy Queen.

A disqualification occurs when a swimmer does not follow the technical rules for a stroke or event. meet. Trained officials will discretely deliver the DQ slip to a coach or representative of the team. Disqualifications are common, especially for developing swimmers, and should not be viewed as negative. They're a normal and valuable part of the learning process. As swimmers improve their technique, DQs become less frequent, though even experienced athletes may occasionally be disqualified. Please remember that everyone, even Olympians, get DQ'd.

Parents are not permitted to approach or question officials directly. If there's confusion about a disqualification, please speak with your swimmer's coach after the meet for clarification and guidance.

The most common ways to to be disqualified are technical infractions, they include but are not limited to:

- **Freestyle:** Walking on the bottom, pulling on the lane rope, not touching the wall on a turn, or not completing the distance.
- **Backstroke:** Pulling or kicking into the wall once a swimmer has turned passed the vertical onto the breast. Turning onto the breast before touching the wall with the hand at the finish of the race.
- **Breaststroke:** An illegal kick such as flutter (freestyle), dolphin (butterfly), or scissors (side stroke); not on the breast; alternating movements of the arms; taking two arm strokes or two leg kicks while the head is under water; touching with only one hand at the turns or finish. Extending arms past a certain point.
- **Butterfly:** Alternating movements of the arms or legs; pushing the arms forward under instead of over the water surface (underwater recovery); a breaststroke style of kick; touching with only one hand at the turns or finish.

If your child is disqualified in an event, be supportive rather than critical. A disqualification should be treated as a learning experience, not as a punishment. A disqualification alerts the swimmer and coach to what portions of the swimmer's stroke need further attention. They should be considered in the same light as an incorrect answer in schoolwork-they point out areas that need practice. Disqualifications are necessary to keep the competition fair and equitable for all competitors. A supportive attitude on the part of the official, coach, and parent can make a positive situation out of the disqualification." USA Swimming

Parents' Role
"I love to watch you swim"

As the Parent/Guardian of a competitive swimmer, your primary responsibility is to provide a caring, supporting environment. Show your support by ensuring your swimmer's attendance at practices and swim meets. This support will encourage your child to feel good about their interest in competitive swimming.

Parents are not allowed behind the starting area or the coaches' area. Additionally, per Arkansas Swimming Inc. rules, if the meet is determined as a "closed deck," parents are not allowed on deck, unless volunteering and only during their allotted volunteering time slot.

- During the meet, parents are welcome to cheer on their swimmers and others. Please avoid cheering during the official's starting instructions to ensure all swimmers on the blocks can hear the race start. This can cause a false start or a race recall.
- There is no "flash" photography allowed during the start of a race.
- Please do not approach the coaches during swim meets, as this is their busiest time.
- Please do not text or call a coach during a meet. If there is an emergency, please contact a meet marshal or coordinator.
- Encouragement - please stay positive no matter what your swimmers' performance may be. Swimmers tend to be very self-critical, and they know when they have not turned in a good performance.
- Remember your responsibilities as a parent are to make sure your swimmer knows that win or lose, you love him/her, applaud their efforts, and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Allow the coach the opportunity to coach. The relationship between the swimmer and coach is extremely important. When a parent interferes with the coach's opinion as to how the swimmer should swim or train, it causes considerable and oftentimes insurmountable confusion as to whom the swimmer should listen. Remember, the coach is a trained professional in the sport and holds the knowledge necessary to allow your swimmer to become the best athlete possible. If you have a problem or concern, please contact the coach away from the meet so you may discuss your concern.

Parent/Guardian Code of Conduct

As a Parent or Guardian of a Dolphins swimmer, I will abide by the following code of conduct:

1) Parents will practice teamwork with other parents, swimmers and coaches by supporting the values of discipline, loyalty, commitment and hard work.

2) Parents will not interfere with coaches on the pool deck during practice or at a meet. Any communication with the coaching staff will occur either prior to the start of a coach's shift or after the conclusion of his/her coaching day or with a board member.

3) Parents will demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.

4) Parents should maintain self-control at all times and understand the importance of their role in their child's success.
   Swimmers – swim
   Coaches - coach
   Officials – officiate
   Parents – parent

5) Parents enjoy involvement with the PAC by supporting the swimmers, coaches and other parents with positive communications and actions.

6) During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff or a board member.

7) During competitions, parents will remember that they are representing PAC (our team) when volunteering and my actions will be positive and free from negative actions.

8) Parents should understand that criticizing, name-calling, and the use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated. Parents need to show respect to all other parents, coaches, swimmers/athletes, competitors, teams, officials, directors, board members, and patrons of all practice and meet locations at all times.

9) Parents are allowed to observe practice from the designated sitting area(s). Do not try to communicate with any swimmer or coach from the sitting area. Coaches are available to speak with parents before or after practice, by email, or during a scheduled meeting.

10) I also understand that social media is never the place to criticize our coaches, our swimmers, other teams, other swimmers, officials and any other people involved with the PAC Swim.

Please remember that our children are watching our actions and that we lead by example.

X_____ acknowledged as part of the registration process.

Photography Policy

All photographs, including those taken by authorized representatives of PAC Swim as well as all PAC parents/guardians, must observe generally accepted standards of decency, in particular:

- Photographs should not be taken from behind swimming blocks at the start of a race.
- Photographs should not be taken in locker rooms or bathrooms.
- Photographs should not be taken from the turn end when used for 25's or 100 relays.

A parent or guardian has a right to refuse to have their child photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a team member or official photographer, should receive parental consent before publishing/displaying the photo. Consent forms are completed as part of the registration process, where parents or guardians can opt in or out of having their child photographed. Preferences can be updated or changed at any time by contacting the business manager.

Athlete Code of Conduct

As PAC swimmer, I will abide by the following code of conduct:

1. Swimmers are expected to represent PAC Swim with pride, integrity, and respect at all times, both in and out of the pool.
2. Swimmers are expected to consistently show respect and sportsmanship in every interaction. This includes coaches, officials, administrators, teammates, opponents, and members of the public.
3. Swimmers are expected to follow verbal directions from the coaching staff. During practice sessions, they must remain within the pool area unless granted permission by a coach to leave.
4. Swimmers will set a good example of behavior and work ethic for younger teammates.
5. Swimmers are expected to uphold behavior that reflects the values of the PAC Swim. Actions that compromise the safety, integrity, or reputation of the team, including substance use, bullying, harassment, inappropriate or explicit content, abusive or discriminatory language, dishonesty, theft, or vandalism, are prohibited and may result in disciplinary action, up to and including removal from the team.
6. Swimmers understand that, questions or concerns regarding decisions made by meet officials areto be directed to a PAC coach.
7. Swimmers will remember that they represent PAC and that their actions will be positive and free from negativity.
8. Swimmers understand that criticizing, name-calling, use of abusive language, cursing or gestures directed toward the coaches, officials, &/or any participating swimmer will not be permitted or tolerated.
9. Swimmers also understand that social media is never the place to criticize our coaches, our swimmers, other teams, other swimmers, officials and any other people involved with PAC Swim.
10. Swimmers understand that any action in violation of the swimmer code of conduct will have consequences appropriate to the violation. Those consequences may range from verbal warning about violation, parent contact, removal from practice, parent/board meeting, or other actions deemed necessary for the safety of the athlete/athletes present. I also understand that the continuation of a violation may result in the removal from the team.

X_____ acknowledged as part of the registration process.

Sexual Harassment and Misconduct

1. All swimmers are expected to treat others with kindness and respect, during all team activities, including practices, meets, trips, and other events or gatherings connected to PAC Swim. Any behavior or communication that is inappropriate or makes others uncomfortable, especially those with a sexual tone, such as unwanted comments, gestures, texting, or touching, is not allowed. Sharing or promoting explicit material or websites is also considered unacceptable.

2. If a swimmer feels unsure about something or witnesses' behavior that concerns them, they should talk to their coach or ask a parent to help speak with a coach or board member. These conversations will be kept private and only shared with trusted adults who are there to help and support.

False Reporting

To maintain the integrity and safety of our team environment, it is essential that all reports regarding sexual harassment or bullying are truthful and made in good faith. Knowingly submitting a false allegation undermines the seriousness of these issues and may result in disciplinary action, up to and including expulsion from the PAC swim team. We are committed to fostering a respectful, safe, and inclusive community—and that begins with trust and accountability from every member.

Anti-Bullying Policy

PURPOSE: Bullying of any kind is unacceptable at *PAC SWIM* (the "Club") and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring, and friendly environment for all of our members. If bullying does occur, incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, team manager, or board member.

Objectives of the Club's Anti-Bullying Policy:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and educate all coaches, swimmers, parents, and board members of the types of behavior that constitute bullying.
3. To inform all coaches, swimmers, and parents there is a policy and protocol should any bullying issues arise.
4. To make clear the responsibility of all Club members to report bullying.
5. To spread the word that the Club 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 defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members ("Members") of oral, written, electronic, or other technological expressions, 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:

1. Causing physical or emotional harm to the other Member or damage to the other Member's property; creating a hostile environment for the other Member at any USA Swimming activity;
2. Infringing on the rights of the other Member at any USA Swimming activity; or
3. 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 should do one or more of the following things:

- Talk to his or her parents;
- Talk to a Club coach, Board member, Safe Sport Staff, or other designated individual;
- Write a letter or email to a Club coach, Board member, or other Safe Sport Staff;
- 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 stop the bullying behavior as soon as possible and to make sure that memories are fresh and behavior can be accurately recalled. Reports of bullying can be made anonymously.

HOW WE HANDLE BULLYING (USA Swimming Guidelines)

If bullying occurs during team-related activities, we STOP BULLYING ON THE SPOT using the following steps:

1. Intervene immediately. It is okay to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

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

FINDING OUT WHAT HAPPENED

1. First, we get the facts.
    a. Keep all the involved children separate.
    b. Get the story from several sources, both adults and kids.
    c. Listen without blaming.
    d. Don't call the act "bullying" while you are trying to understand what happened.
    e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

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

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied
    a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
    b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
        - 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.
        - Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
    c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior
   a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
   b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
   c. Work with the child to understand some of the reasons he or she bullied. For example:
      - Sometimes children bully to fit in or just to make fun of someone who 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.
   d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
      - Write a letter apologizing to the athlete who was bullied.
      - Do a good deed for the person who was bullied, for the Club, or for others in your community.
      - Clean up, repair, or pay for any property they damaged.
   e. 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 don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
   f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
   a. Be a friend to the person being bullied;
   b. Tell a trusted adult – your parent, coach, or club board member;
   c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
   d. Set a good example by not bullying others.
   e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Safe Sport Policy

No form of abuse has a place in our sport. Child protection is a top priority for PAC Swim. To ensure a safe environment, we have several policies in place to protect all of our participants and athletes. PAC Pocahontas Aquatic Club is committed to creating an environment where healthy, professional boundaries are intentional.

USA Swimming is committed to fostering a fun, healthy, and safe environment for all its members. USA-S formally implemented a comprehensive Safe Sport program to respond/prevent instances of abuse and misconduct within the sport of swimming.

We encourage all parents to complete Safe Sport Parent Training. The Safe Sport program components include Screening and Selection; Policies and Guidelines; Training and Education; Monitoring and Supervision; Recognizing, Responding, and Reporting; and Engagement and Feedback.

Safe Sport Best Practice Guidelines

The following Best Practice Guidelines are strongly recommended for all USA Swimming members.

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
4. 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.
5. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid

sharing their own personal problems with athletes.

6. Coaches and other non-athlete adult members should avoid horseplay and roughhouse with athletes.
7. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs, and handshakes.
8. Coaches should avoid having athletes as their favorites. They should also avoid creating a situation that could be perceived as them having favorites.
9. Gift-giving, providing special favors, or showing favoritism to individual athletes is strongly discouraged.

Medical Policy
Return-to-Practice Guidelines

To protect the health of all swimmers, athletes may not attend practices, meets, or team events if they display:

- A fever of 100°F (37.8°C) or higher
- Vomiting or diarrhea
- Persistent cough
- Generalized rash
- Ongoing symptoms of illness or discomfort

If symptoms are due to a non-contagious condition (e.g., allergies), written clearance from a physician may be required before returning.

Written clearance following PT, OT, surgery, an emergency, an Orthopedic visit or other medical events maybe required. This documentation must be emailed or faxed from the doctor's office to a PAC BOD member or the Head Coach. Verbal release or documentation delivered by parent/guardian, will not be accepted.

Swimmers may return to participation once they meet the following health requirements:

Condition or Symptom	Return Criteria
Vomiting or diarrhea	Symptom-free for 48 hours
Fever (≥100°F)	48 hours fever-free without fever-reducing medication
Strep throat	On antibiotics for at least 48 hours
Pink eye (conjunctivitis)	Treated for 48 hours, no drainage from the eye
Other infectious disease	Physician's note required
COVID-19 symptoms or exposure	Must test negative two consecutive days and meet all return criteria above
Influenza (flu) symptoms or diagnosis	Must be fever-free for 48 hours without medication and cleared by a physician if symptoms persist
Any signs of illness (COVID, flu, or other)	Must meet all applicable criteria listed above before returning

Minor Athlete Abuse Prevention Policy

PAC Swim – Pocahontas Aquatic Club

Mandatory Updated Effective: January 1, 2025

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THIS POLICY APPLIES TO:

In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.

Adult Participants: Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees ("LSCs") or member clubs to have Regular Contact with (e.g., ongoing interactions during a 12- month period wherein the individual is in a role of active engagement) or authority over minor athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

GENERAL REQUIREMENT

USA Swimming, Zones, LSCs and member clubs 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/legal guardians, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club or LSC, as applicable.

DEFINITIONS

Athlete: A USA Swimming athlete member.

Authority: When one person's position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).

Billeting: A residential environment facilitated by an Adult Participant or Organization, or sanctioned event staff in which a Minor Athlete is temporarily housed in a private home with an adult or family who is not related to or known by the Minor Athlete. This lodging arrangement is in conjunction with an activity related to sport.

Dual Relationship: When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.

Emergency Circumstances: A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete's suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.

Electronic Communication: Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging, social media or any other electronic medium.

Event or Facility Under Partial or Full Jurisdiction: Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.

In-Program: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Massage: Any Massage, Manual Therapy, Therapeutic and Recovery modalities, involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage, Manual Therapy, Therapeutic and Recovery modalities occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Travel: Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by USA Swimming. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport- related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

Lodging and Residential Environment: Lodging arrangements include, but are not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting.

Massage: 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.).

Minor Athlete: An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months[1].

Organization: USA Swimming, LSC or Club

Regular Contact: Ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any minor athlete.

EXCEPTIONS
[Note: Exceptions apply only where specified]

Close-In-Age Exception: In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:
a. The Adult Participant has no authority over the Minor Athlete; and
b. The Adult Participant is not more than four years older, determined by birthday, than the Minor Athlete.

Dual Relationship Exception: An Adult Participant has a role or relationship with a Minor Athlete that is outside of the sport program. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually, which must also identify which portion of MAAPP the parent/guardian is providing consent.

Emergency Exception: Applies to all situations in MAAPP where an Adult Participant must violate requirement(s) of the MAAPP due to an emergency. Adult Participants must carefully consider whether specific circumstances meet the threshold of an emergency circumstance.

a. It is strongly encouraged that the Organization or Adult Participant document the emergency circumstance.

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:
a. In emergency circumstances;
b. When a Dual Relationship exists; and/or
c. When the Close-In-Age Exception applies.

MEETINGS AND INDIVIDUAL TRAINING SESSIONS

I. Meetings

a. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
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 Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.

II. Meetings with Licensed Mental Health Care Professionals, Health Care Providers,

If a licensed mental health care professional, health care provider, and/or a student under the supervision of a licensed mental health care professional or licensed health care provider, meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of Organization in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:
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 although the Minor Athlete's identity does not need to be disclosed;
d. When appropriate and not violating a providers professional licensure, PAC Swim is notified that the licensed mental health care professional, health care provider, and/or a student under the supervision of a licensed mental health care professional or licensed health care provider, will be meeting with a Minor Athlete, whose name does not need to be disclosed; and
e. The licensed mental health care professional, health care provider, and/or student under the supervision of a licensed mental health care professional or licensed health care provider, obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

III. Individual Training Sessions

a. In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:
    i. When a Dual Relationship exists; and/or
    ii. When the Close-In-Age Exception applies.
b. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to PAC Swim, which can be withdrawn at any time.
c. Parents/legal guardians must be allowed to observe the individual training session.

ELECTRONIC COMMUNICATIONS

I. Content

All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.

II. Open and Transparent

a. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian, or another adult family member, must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian, or another adult family member, on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.
b. The following exceptions apply to Section II(a):
    i. In emergency circumstances;
    ii. When a Dual Relationship exists; and/or
    iii. When the Close-In-Age Exception applies.
c. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.

III. Requests to Discontinue

Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by PAC Swim or by an Adult Participant subject to this Policy. PAC Swim and/or Adult Participant 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 5:00 a.m. and 10:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

a. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant 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", "like" or "follow" USA Swimming's official page.
b. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
c. The following exceptions apply to Section V:
    i. When a Dual Relationship exists; and/or

VI. When the Close-In-Age Exception applies.

IN-PROGRAM TRAVEL AND LODGING AND RESIDENTIAL ENVIRONMENTS

I. Transportation

a. During In-Program Travel, observable and interruptible environments must be maintained.
b. An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes, who are at least 8 years of age, or another Adult Participant except:
    I. In emergency circumstances;
    II. When a Dual Relationship exists;
    III. When the Close-In-Age Exception applies; and/or the Minor Athlete's parent/legal guardian has

provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.

c. Adult Participants, including team managers and chaperones, who travel with USA Swimming athletes must be USA Swimming non-athlete members of USA Swimming.

II. Lodging and Residential Environments

a. An Adult Participant must not share a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, with an Athlete.
b. During In-Program Travel, all In-Program Contact in a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, between an Adult Participant and a Minor Athlete must be observable and interruptible.
c. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
d. The following exceptions apply to II(a), (b) and (c):
    i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
    ii. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
e. Minor Athletes should be paired to share a lodging arrangement including, but not limited to hotel stays, rentals (i.e. Airbnb, VRBO, HomeToGo, etc.), and long-term residential environments, including lodging at training sites and Billeting, with other Minor Athletes of the same competition category and of similar age.
f. Adult Participants, including team managers and chaperones, who lodge with USA Swimming athletes must be USA Swimming non-athlete members of USA Swimming.

III. Written Consent

A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In- Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.

IV. Meetings

a. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
b. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

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 Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Observable and Interruptible

All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:

a. In emergency circumstances.
b. A Dual Relationship exists; and/or
c. The Close-In-Age exception applies.

III. Private or Semi-Private Space for Minor Athletes

PAC Swim must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of Organization.

IV. 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 Adult Participant is prohibited.

V. Undress

Adult Participants must not remove their clothes or behave in a manner that intentionally or recklessly exposes

his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.

VI. Showers

a. Adult Participants must not shower with Minor Athletes unless:
    i. The Adult Participant meets the Close-in-Age Exception; and/or
    ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.
b. Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. Organization must abide by such a request.

VII. Monitoring

PAC Swim must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

a. Conducting a sweep of the locker room or changing area before athletes arrive;
b. Posting staff directly outside the locker room or changing area during periods of use;
c. Leaving the doors open when adequate privacy is still possible; and/or
d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a Minor Athlete goes to the locker room or changing area during practice and competition, and, if the Minor Athlete does not return in a timely fashion, to check on the Minor Athlete's whereabouts.

VIII. Media and Championship Celebrations in Locker Rooms

PAC Swim may permit recording or photography in locker rooms to highlight a sport or athletic accomplishment if:

a. Parent/legal guardian consent has been obtained, when possible; and
b. Organization approves the specific instance of recording or photography; and
c. Two or more Adult Participants are present; and
d. Everyone is fully clothed.

MANUAL THERAPY, THERAPEUTIC, AND RECOVERY MODALITIES

I. General Requirement

Any In-Program Massage performed on an athlete must be conducted in an observable 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.

II. Additional Minor Athlete Requirements

a. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
b. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
c. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically 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 be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
e. The provider must narrate the steps in the modality before taking them, seeking consent of the Minor Athlete throughout the process.

APPENDIX A
[REQUIRED BY U.S. CENTER FOR SAFESPORT FOR INCLUSION AS APPENDIX TO THE USA SWIMMING MINOR ATHLETE ABUSE PREVENTION POLICY]

ORGANIZATIONAL REQUIREMENTS FOR EDUCATION & TRAINING AND PREVENTION POLICIES

All NGBs, LAOs, and the USOPC (the "Organization") must implement proactive policies designed to prevent abuse. These organizational requirements are described below.

A. Organizational Requirements for Education & Training

1. USA Swimming must track whether Adult Participants under its jurisdiction complete the required training listed in Part I.

2. USA Swimming must, every 12 months, offer and, subject to parental consent, give training to minor athletes on the prevention and reporting of child abuse.
    a. For training to Minor Athletes, USA Swimming must track a description of the training and how the training was offered and provided to Minor Athletes.
    b. USA Swimming is not required to track individual course completions of Minor Athletes.

3. USA Swimming must, every 12 months, offer training to parents on the prevention and reporting of child abuse.
    a. For training to parents, USA Swimming must track a description of the training and how the training was offered and provided to parents.
    b. USA Swimming is not required to track individual course completions of parents.

B. Required Prevention Policies and Implementation

1. USA Swimming must develop minor athlete abuse prevention policies to limit one-on-one interactions between Minor Athletes and Adult Participants. These policies must contain the mandatory components of the Center's model policies in Part III. These model policies cover:
    a. Meetings
    b. Individual Training Sessions
    c. Manual Therapy, Therapeutic, and Recovery Modalities
    d. Locker Rooms and Changing Areas
    e. Electronic Communications
    f. Transportation
    g. Lodging and Residential Environments

2. The policies must be approved by the Center as described in subsection (C) below. The policies may include the recommended components in Part III and the recommended policies in Part IV. Given the uniqueness of each sport, however, some recommended components or policies may not be feasible or appropriate. An Organization may choose to implement stricter standards than the model policies.

3. USA Swimming must also require that its LAOs implement these policies within each LAO.

4. USA Swimming, Zones, LSCs and member clubs must implement these policies for all In-Program Contact.
    a. At sanctioned events and facilities partially or fully under its jurisdiction, the organization
    b. must take steps to ensure the policies are implemented and followed.
    c. For In-Program Contact that occurs outside an Organization's sanctioned event or facilities, implementing these policies means:
        i. Communicating the policies to individuals under its jurisdiction;
        ii. Establishing a reporting mechanism for violations of the policies;
        iii. Investigating and enforcing violations of the policies.

    USA Swimming must have a reporting mechanism to accept reports that an Adult Participant is violating the Organization's minor athlete abuse prevention policies. USA Swimming must appropriately investigate and resolve any reports received, unless the violation is reported to the Center and it exercises jurisdiction over the report. This requirement is in addition to requirements to report abuse under the SafeSport Code.

- To Report Team Issues: please email beadolphinswimmer@gmail.com
- To deal with a Safe Sport Concern, contact US Center for SafeSport (833) 587-7233 or report online by clicking here Deal with a Safe Sport Concern

Office Information

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