



CHEROKEE COUNTY

PELICANS SWIM CLUB

TEAM HANDBOOK



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PREFACE

This document is to provide Administrators, Coaches, Parents, Swimmers and Volunteers guidance and directions of the operational aspect of the team program. The purpose of the Cherokee Recreation and Parks Agency and the Cherokee County Aquatic Center is to provide a safe and fun place for swimmers to develop their swimming skills and participate in a competitive environment.

REVISION HISTORY

Version #	Date	Revised By	Description of Changes
1.0	6/28/20	K. Whatley, B. Waldo	New draft to support Team Handbook



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LIST OF ACRONYMS

Acronym	Description
CCAC	Cherokee County Aquatic Center
USAS	United States of America Swimming (USA Swimming)
PSC	Pelicans Swim Club
LCS	Local Swim Communities
TM	Team Manager
MM	Meet Manager



1. Vision / Values

This section will define the vision and values of our swim team

1.1. Vision

At CCAC, through the Pelicans Swim Club we seek to provide our swimmers with the skills needed to achieve their performance goals. As well as encourage life long swimming.

1.2. Values

We provide a fun and safe environment for kids in Cherokee County to swim. We are dedicated to growing their love of the sport, and improving their strokes while also building friendships and having fun.

2. Coaches

At Cherokee County Aquatic Center (CCAC) we seek to hire the best people for our coaching positions that not only will represent CCAC to a high level but connect well with the swimmers in our program. Our coaches are required to undergo the required training as established by USA Swimming (USAS) and CCAC.



2.1. Head Coach

The Head Coach of the Pelicans Swim Club is primarily responsible for the safety of the swimmers and coaching staff. In regards to swimmer activity the Head Coach will manage all of the training and swim meet aspects of the swim team. The Head Coach is also responsible for the coaching staff that supports the Pelicans Swim Club to ensure their training is up to date, practices are managed, and meets supported.

2.2. Assistant Coach

The Assistant Coach of the Pelicans Swim Club is primarily responsible for the safety of the swimmers and coaching staff peers. The Assistant Coach is also responsible for conducting the swimmer training and supporting the swimmers during swim meets to ensure their success. The Assistant Coach will also be primarily responsible for ensuring they manage their own training schedule to remain in compliance with USAS.

2.3. Developmental Coach

The Developmental Coach of the Pelican Swim Club is primarily responsible for the safety of the swimmers and coaching staff peers. The Developmental Coach is also responsible for conducting swimmer instructional techniques for all 4 strokes and swimmer training. The Developmental Coach will also be primarily responsible for ensuring they manage their own training schedule to remain in compliance with USAS.

3. Programs

3.1. USA Swim Team

USA Swimming is the National Governing Body for the sport of swimming in the United States. We promote the culture of swimming by creating safe and healthy opportunities for athletes and coaches of all backgrounds to participate and advance in the sport through clubs, events and education. Our membership is comprised of swimmers of every age and ability, all the way up to the Olympic Team, as well as coaches, officials and volunteers.

USAS has over 3,100 clubs, servicing 400,000+ members nationwide and operates on a hierarchy structure beginning at the club level. There are approximately 79 clubs within the Georgia Local Swim Community (LSC); USAS has 59 LSC's (typically one per state). At the next level USAS has 4 zones that divide up the United States (PSC is in the Southern Zone). The last level is considered the National & Olympic Teams who represent the United States in international swim meets.

3.1.1 There are 4 Levels of the USA Swim Team;

White Group; Swimmers who are capable of swimming 1 lap of all 4 strokes without stopping.

Teal Group; Swimmers who are swimming all 4 strokes proficiently including starts and turns.



Black Group; Swimmers who are stroke proficient, meet the minimum performance criteria (including time standards), and ready to swim in a high competitive environment.

Silver Group; Swimmers who meet all other requirements, meet the minimum performance criteria, and ready to swim at a championship level.

3.2. Developmental Swim Team

The Pelican Swim Club is focused on educating swimmers on the techniques of stroke improvement. To be a member of this group a swimmer has to demonstrate through a tryout they are capable of swimming 1 lap (25yards) of Freestyle and 1 lap of Backstroke without stopping.

There are 2 Levels of the Developmental Swim Team;

Level 1 are swimmers who meet the requirement of the tryout and need to learn Butterfly and/or Breaststroke. Level 2 are swimmers who understand all 4 strokes and need additional training to become more proficient on all 4 strokes.

3.3. Masters Swim Team

This program is in the pre-planning stages and has yet to be defined.

4. Program Duration

CCAC offers 3 different swim team programs.

4.1. USA Swim Team

The USAS team at CCAC is considered a year round (Club) team that has 2 seasons throughout the year

4.1.1 Short Course Season

This is the most common season for swimmers (at CCAC as well) often referred to as our “regular season” and operates August through April. During this season the swimmers will focus on swimming in a 25 yard pool for both training and swim meets.

4.1.2 Long Course Season

This season takes place in the summer months and is referred to as our “Long Course Season” and operates May through July. During this season the swimmers will focus on swimming in a 50 meter pool for both training and swim meets.

4.2. Developmental Swim Team

The Developmental Swim Team at CCAC operates on a season timeline as indicated below;



- August – October
- November – January
- February – April

These sessions are done in a 25 yard pool.

4.3. Masters Swim Team

This program is in the pre-planning stages and has yet to be defined.

5. Fees, Payments, & Withdrawals

This section will explain and provide direction on the fiscal responsibilities of swim team membership.

5.1. Fees

There are different types of fees that are applicable to Pelicans Swim Team.

5.1.1. Registration Fees

There are registration fees at the beginning of each season to cover the costs such as Swim Cap, T-Shirt costs, and USAS registration fees for the USAS Team. These fees are required at the beginning of the season during registration of swimmers.

5.1.2. Program Fees

Vary per group and number of weekly practices.

- Developmental - \$150.00 per session per practice day.
- White
 - 1 practice day a week (T or TH) - \$480 per year or \$55 per month
 - 2 practice days a week (T/TH) \$684 per year or \$77 per month
 - Dryland (S) - \$135 a year or \$15 per month
- Teal
 - 2 practice days a week (T/TH) - \$684 per year or \$77 per month
 - 3 practice days a week (T/TH/S) - \$830 per year or \$94 per month
 - Dryland (S) - \$135 a year or \$15 per month
- Silver/Black
 - 2 practice days a week (T/TH) plus dryland (S) - \$830 per year or \$94 per month
 - 3 practice days a week (T/TH/S) plus dryland (S) - \$1,370 per year or \$153 per month



5.1.3. Other Fees

There are other costs and/or fees with the swim team in the form of swim suit purchases, swim meet fees, and/or any equipment the swimmer purchases (fins, paddles, snorkel, etc). Swim Meet fees are due by last day of meet paid via cash, check at CCAC. \$10.00 late fee will be included if paid after the meet. If not paid swimmer will not be eligible for next meet.

5.2. Program Fees Payments

5.2.1. USA Swim Payments

Program fees will be monthly, due to be paid by the 1st Monday of each month. There will be a late fee of \$10.00 for any payments not made by the 8th of the month.

5.2.2. Developmental Swim Payments

Program can be paid monthly or per session, to be paid when registration occurs or if on the monthly plan by the first practice of each month. There will be a late fee of \$10.00 for any payments not made by the 8th of the Month.

5.3. Refunds / Withdrawals

5.3.1 USA Swim Refunds / Withdrawals

The school year Pelicans Program is an ongoing program to withdraw we require a 30 days' written notice to the Aquatics Coordinator and payment of your final amount. If participant is absent from program without notice, overdue payments will remain on the account. Participant will not be eligible for registration or participation in any programs at CCAC until account balance is paid. If participant shall be absent from practice for an extended period of time, notice in the form of doctor's note may be use to adjust the account balance. Communication regarding funds, credits, absences, or withdrawal should begin by promptly and completely filling out a Refund Request Form. The Aquatics Coordinator / Team Manager will contact you via phone or email regarding a resolution. Cherokee County Aquatic Center reserves the right to charge the \$5.00 processing fee for each month or payment for which the request applies. Registering for CCAC Pelicans Club Swim you are agreeing to monthly payments through April 2021.

5.3.2 Developmental Swim Refunds / Withdrawals

By registering for CCAC Pelicans Developmental Swim Team, you are committing to the specific quarter (three-month period) for which you register. Should you decide to withdraw from the Pelicans Program, 30 days' written notice and payment is required. If participant is absent for an extended period of time, notice in the form of doctor's note may be use to adjust the account balance. Communication regarding funds, credits, absences, or withdrawal should begin by promptly and completely filling out a Refund Request Form. The Aquatics Coordinator / Team Manager will contact you via phone or email regarding a resolution. Cherokee County Aquatic Center reserves the right to charge the \$5.00 processing fee for each month or payment for which the request applies.



6. Team Communications

This section will discuss and define the various communication strategies that CCAC and PSC will use to communicate to its swimmers, parents, and coaches on important information and regular notifications. It is important that you sign up and verify that you are associated to all means of communications so that you can stay in constant communications and not miss any important information. As always CCAC and PSC will not tolerate any derogatory or inflammatory remarks made about or toward anyone. If this is found, the user will be removed from that service.

6.1. REC1 Emails

CCAC has within its billing and customer inventory system the ability to email its customers and will frequently send out notifications to swim families in the event messaging needs to be sent out.

6.2. Distribution List Emails

The Head Coach has all swimmer household emails recorded in the Team Manager (TM) swim software and creates an email Distribution List in Microsoft Outlook. This may be the more common way you will receive email notifications on behalf of the team.

6.3. Facebook

The PSC has a Facebook Groups page and will often post information about the team and/or activity going on with the team. The team will NOT use Facebook as its primary means of communicating with swim families.

6.4. RainOut

This is a text messaging service that the team will use to notify swim families of immediate changes to any plans and/or information that needs to be sent out where the info is time sensitive.

7. Team Make Ups & Practice Cancellations

This section is designed to provide guidance to missed practices and practice cancellations. It is up to the swimmer and parent to ensure the swimmer is in attendance during their regularly schedule swim practice. If a swimmer missed a practice there are no make up sessions, the swimmer would simply join their group once they return.

7.1. Team Make Ups

No make ups will be provided for missed practices.

7.2. Practice Cancellations

CCAC reserves the right to cancel practice without scheduling a make-up for up to 5 practices for its USA Swim Team and 2 practices per quarter for the Developmental Team.



8. Team Expectations and Grievance Procedure

8.1. Swimmer Expectations

- Swimmers and Sportsmanship
 - Demonstrate proper meet behavior (i.e. not throwing cap, goggles, sportsmanship, support teammates)
 - Show respect to your coaches and teammates
 - Respect pools, locker rooms, team equipment and another swimmers' property
- Swimmers and Training
 - Swim for the fun of it, not just to please your parents or coach.
 - Understand and take responsibility for attendance and performance, habits in practice and how these relate to meet performance
 - Swimmers training attitudes should be productive and supportive.
 - Swimmers are expected to train appropriately for the athlete's experience and stated goals
 - Follow the directions of the coaching staff, respect official instructions and designated chaperones.
 - Swimmers and External Training Factors
 - Prioritize outside activities in an order that has the least impact on grades
 - Inform coach of practice absences and reasons
- Swimmers' Commitment to Their Team
 - Understand the importance of the "Team"
 - Congratulate teammates regularly during practice and competition
 - Actions show dedication to the team and promote team values
 - Take leadership positions as positive role modeling for all teammates
 - Swimmers are expected to conduct themselves in a manner appropriate to promote and support the goals of the team

8.2 Parent Expectations

1. General Expectations
 - Set the right example for our children by showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and for all facilities and other property used during practice or competition.
 - Support your professional coaches as they strive to do what is best for each swimmer. Our expectations and methods are based on USA Swimming, the American Swim Coaches Association and other recognized swimming authorities. Realize that swimmers become easily confused when coached by parents and benefit most from positive reinforcement of the professional coaching staff's instructions and advice. Your unconditional love and support before and after races will help them best.
 - Represent Pelicans with respect, and good sportsmanship, and politeness.



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- If you have coaching concerns, address it with the appropriate coach in private by scheduling a meeting or after practices. If you have club concerns, address it with the Aquatics Coordinator in private.
 - Ensure that responses on any of the team's communications channels (emails, Facebook) remain professional and considerate.
 - Insist that your child 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.
 - Assist the coaches in conducting effective practices by ensuring swimmers arrive and leave on time, and bring the proper equipment.
 - Do not interrupt or confront the coaching staff on the pool deck during practice or meets, including not being present on deck during practice or competitions unless you are working at the meet. Coaches are available before or after training, meets and competitions for feedback or to discuss issues.
 - Assist the coaches by not talking with or motioning to swimmers during practices unless clearing it with a coach first.
 - Do not speak harshly or directly to a child who is not your own. Please contact a coach or the Aquatics Coordinator if you have an issue with another parent's child.
 - Get involved....be an official, volunteer at meets, help plan a fundraiser, help plan a group social. Find something you enjoy!
 - Pay your fees on time.
 - Know and uphold Pelicans rules, regulations, management and coach directives, and by-laws that are designed to maximize the experience for all swimmers and parents.
2. Meet Expectations
- Respect the integrity of swim officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach meet officials for clarification of rulings.
 - Arrive at meets in time for volunteer or swimmer check in, stretching and warm-ups.
 - Know your role. Swimmers – Swim / Coaches – Coach / Officials – Officiate / Parents – Parent
 - 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.
 - Maintain self-control at all times. Refrain from inappropriate behavior that detracts from a positive image of the team or is detrimental to our performance.
 - Any questions about disqualifications, judging, etc. should be directed to your swimmer's coach.
 - Demonstrate good sportsmanship during all practices, competitions and team activities. Pelican's win gracefully, lose graciously and congratulates their opponents either way



8.3 Grievance Procedure

The Grievance Procedures give swimmers, parents, coaches, and administrators a way to address and report grievances in a productive, systematic way that allows the appropriate parties to investigate and intervene and take disciplinary action when needed.

TYPES OF GRIEVANCES

1. Swimmer conduct
2. Assistant Coach Conduct
3. Head Coach Conduct
4. Employee Conduct (non-swim team employees)
5. USA Swim Official or swim team parent conduct

HOW GRIEVANCES WILL BE HANDLED

The Coaches and administration have the authority to impose penalties for infractions of the Athlete Code of Conduct listed above or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the Coaches and/or administration and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, and expulsion. USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a swimmer violates the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

- Gathering Information: The appropriate individuals will reach out to the person who filed the grievance and the person against whom the grievance is being filed to ask questions about what happened. Other witnesses may be contacted for more information, as well.
- Assessing Behavior: The behavior of the person(s) against which the grievance was brought will be assessed using Club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, and applicable local and state laws.
- Consequences Will be Given and Disciplinary Action Will be Taken if Appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:
 - Nature of the misconduct
 - Severity of the misconduct
 - Prior disciplinary actions against swimmer
 - Adverse effect of the misconduct on other swimmers
 - Application of the Code of Conduct

WHOM TO NOTIFY OF A GRIEVANCE (The Grievance Chain-of-Command)

- Regarding the Conduct of a Swimmer-Contact the swimmer's coach

Cherokee County Pelicans Swim Club



Should a parent or swimmer feel another swimmer’s conduct is inappropriate or violates the Athlete Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing.

- Regarding the Conduct of an Assistant Coach- Contact the Head Coach
Should a parent or swimmer feel an Assistant Coach’s conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing.
- Regarding Conduct of Head Coach – Notify the team administration (CCAC Program Coordinator)
Should a parent or swimmer feel the Head Coach’s conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify CCAC program coordinator of this violation. This complaint should be made in person or in writing.
- Regarding Employee (non-swim team) Conduct- Notify the team administration (CCAC Program Coordinator)
Should a parent or swimmer feel a non-swim team employee’s conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the CCAC program coordinator.. This complaint should be made in person or in writing
- Regarding Parent or Swim Official Conduct-Notify the Head Coach
Should a parent or swimmer feel another parent’s conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation in person or in writing. This complaint will be reviewed and discussed by the administration and Head Coach.

9. Photography Policy

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

9.1 Policies

- The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming).
- A parent or guardian has a right of refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.



- In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.
- All photographs must observe generally accepted standards of decency in particular:
 - Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
 - Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
 - Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
 - Photographs should not be taken in locker-rooms or bathrooms.

10. Volunteer Opportunities

Typically volunteers are only needed during home swim meets to help coordinate the efforts of hosting the swim meet. Swim meets cannot take place without the incredible support of its volunteers. Its also a great way to be a part of the meet, get involved and have the best seats in the house as a spectator.

10.1 Volunteer Positions

In a swim meet there are a lot of different roles a volunteer can play, this section will review those roles.

10.1.1 Timing System Computer Operator

Verify recorded times and, if necessary, adjust according to governing body rules. Facilitate the printing of all meet reports and award labels. Run computer during meet. Process results according to governing body rules and regulations. MEET MANAGEMENT SOFTWARE EXPERIENCE REQUIRED. SOME GOVERNING BODIES MAY REQUIRE ADMINISTRATIVE OFFICIAL CERTIFICATION.

10.1.2 Timing System Daktronics Operator

Run timing system during meet. Be available during set-up to make sure system is running. TIMING EQUIPMENT EXPERIENCE NEEDED.

10.1.3 Announcer

Make announcements during meet including upcoming events, competitors names, meet worker needs (timers) etc.

10.1.4 Head Timer

Confirm enough timers in each lane at least 5-10 minutes before start and throughout meet. Notify Meet Director or Volunteer Coordinator asap if timers are missing. Start 2 backup watches at the beginning of each



race and trade with timers as needed. Help keep unnecessary people away from starting area. May be asked to train timers.

10.1.5 Lane Timer

One – three timers work each lane and clock swimmers with hand-held stopwatches. One of the best seats at a meet.

10.1.6 Runner

Some meets may combined runner positions.

- Timing Line Runner: Be available 25 minutes before meet start to help prepare and pass out timer sheets. Collect timing sheets after each event throughout meet.
- Computer Runner: Be available 25 minutes before meet start to post heat sheets. Post results throughout meet. Deliver paperwork, etc. as requested.

10.1.7 Bullpen Operators

(Only used at some meets.) Manage the area where swimmers gather before being led to the blocks. Organize swimmers and lead them to the blocks in lane order by heat. Lead swimmers to the blocks before their heat.

10.1.8 Awards Operators

Organize, prepare and do award labeling and distribution. Label ribbons/medals and/or other event awards and sort them by team (or as directed.) Job done during the meet, often as results become available.

10.1.9 Hospitality Operators

Coordinate workers for meet hospitality. Oversee delivery of food and drink to coaches, officials and meet workers at proper intervals during meet.

10.1.10 Volunteer Coordinator

Find volunteers to fill meet worker jobs before the meet starts, including people to man the Meet Volunteer Table. May need to find replacement workers during the meet. At a large meet, extra help at the table will likely be needed. At small meets, those working at the table can help label and sort awards after the meet starts (if needed.)

10.1.11 Photographer

Take photographs before, during, and after the meet of the Pelican swimmers and post to Facebook, Website, etc as requested by Team Coordinator and/or Head Coach.



11. Meet Participation & Entries

Swim Meet participation is not required by PSC, though highly encouraged. Swim meets give swimmers the opportunity to showcase their skills and training that they have been working on in practice.

11.1 Swim Meet Participation

As previously described, swim meet participation is not required by PSC. A Psych Sheet will be provided in advance of the swim meet that will help the parents and swimmer know which events they are participating in and where in the program they are swimming. After arriving at the swim meet the parents and/or swimmer will need to acquire a Heat Sheet (typically at the Concession stand) to inform them about which Heat and Lane the swimmer will compete in.

It is imperative that swimmers use a Heat Sheet to understand which event, heat and lane they will be swimming in. If a swimmer misses their event the swimmer needs to notify the coach immediately to try to get them in that event in another heat (this is not guaranteed).

11.1.1 Championship Meets (PreLim / Finals)

In Championship swim meets (or meets where PreLim and Final races are swam) the swimmer will need to check in with the Clerk of Course to determine if the swimmer will be returning to swim the Finals race. These type meets have either positive (meaning a swimmer needs to confirm they will be in attendance) or negative (meaning a swimmer needs to confirm they will NOT be returning) check in for Finals races. This is imperative as you want to claim your spot in finals or acknowledge that your spot can be given to an alternate swimmer. If a swimmer is unsure of what to do, see the coach for assistance. Check in; positive or negative, usually has a time limit of 30 minutes from completion of the PreLim race to “Declare Your Intention”. Make sure you declare!!

11.2 Swim Meet Entry Fees

All swim meets will have a maximum number of entries a swimmer can participate in; this is decided by the host team. However, the Head Coach always has the right to choose a lesser number of events for a swimmer. Typically there is a cost associated with each event a swimmer wants to swim; some meets have a flat fee rate. There can also be facility surcharge fees at some meets that are required by the host facility (not necessarily the host team).

Once the deadline to signup for a meet has closed CCAC has paid the host team for those events. At this point a refund will not be able to be issued for missed events.

11.3 Swim Meet Spectator Rules

USAS has put in place rules for swim meets to maintain a certain level of decorum to ensure spectators are not a disruption to the operation of the swim meet. Violations of the rules may result in the spectator being asked to leave the swim meet.



- Spectators are not allowed on the pool deck or within designated swimmer, coach, officials, volunteer areas.
- Spectators are not permitted to use flash photography at the start of any race. The timing system that starts the race also uses a light flash and a camera flash may give a swimmer a false sense of when to start their race.
- Profanity and derogatory remarks are absolutely prohibited towards any opposing swimmers or teams, coaches, officials, and/or volunteers.
- If a spectator disagrees with a decision made by an official they must take their grievance to the Coach from their team to present to the officials.

12. Team Suit & Apparel

PSC has a team swim suit as well as other apparel products that can be purchased or are a part of the swimmers registration. Purchasing and wearing the team suit and/or team gear can bring a sense of pride for the team and belonging to the organization. All swimmers will receive a t-shirt and swim cap at registration.

12.1 Team Suit

Pelican Swim Club as a team is sponsored by Speedo (Speedo Blue), therefore we will wear either Speedo swim suits or Rise Aquatics (our vendor brand)(Royal Blue). If a team suit is unobtainable the swimmer should wear a one piece swim suit for practice and swim meets. The team suit is not required to be worn during practice. Also, the team logo is not required to be on the swim suit.

12.2 Team Apparel

Pelican Swim Club has additional gear that has the PSC logo on it for purchase at our team store “All American Swim Shop” such as warm up suits, parkas, swim backpacks, etc. This is not required of swimmers to purchase and is optional. PSC is working on setting up the ability for parents and friends to also purchase PSC gear. All swimmers will receive a t-shirt and swim cap at registration.

13. Safe Sport Participation

CCAC and PSC along with USAS are committed to providing a healthy and positive environment free from abuse for all its members. USA Swimming’s Safe Sport program, a comprehensive abuse prevention program, consists of a multi-layered approach to keep kids safe, including: required policies and best practice guidelines; mandatory screening, including criminal background checks and employment screening; training and education; monitoring, supervision and mandatory reporting. These measures are informed by experts in the field of child safety and are among the strongest safeguards found in youth-serving organizations.



13.1. CCAC and PSC Responsibility

The CCAC and PSC staff are dedicated to this effort and live it fully and expect to be a recognized Safe Sport Organization. The staff will also conduct training of all swimmers, parents, coaches, and volunteers to ensure the standards are being met. Coaching staff is required to annually complete certification.

13.2. Swimmer and Parent Responsibility

Swimmers and Parents can support the effort by attending the required training and being aware of the activities within the team. Swimmers and Parents can also report anything they suspect as inappropriate behavior. PSC will strive to have 100% of its parents and applicable swimmers educated annually.

13.3. Recognize, Respond, Recover

- Recognize – Get Educated and learn about the risks and red flag behavior.
- Respond – Take Action and know what needs to happen when an incident occurs.
- Recover – Assist with recovery by empowering survivors with resources to aid with healing.

Show your team's commitment to safeguarding your athletes and all participants and become a Safe Sport Recognized club!



14. Concussion Protocol

Concussions are of serious concern for swimmers. All coaches have taken a concussion certification class. We follow the CDC Return to swim protocols.

14.1. Wavier/Info

Included in your registration info is a concussions wavier and information sheet. Please sign the wavier and return to the registration desk. The Concussion wavier is required annually.

14.2. Return to play guidelines

We follow the CDC Return to play guidelines as follows

Step 1: Back to regular activities (such as school)

Athlete is back to their regular activities (such as school).

Step 2: Light aerobic activity

Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.



Step 3: Moderate activity

Continue with activities to increase an athlete’s heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight from their typical routine).

Step 4: Heavy, non-contact activity

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

Step 5: Practice & full contact

Young athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

Step 6: Competition

Young athlete may return to competition.

14.3. Coach suspect concussion

If a coach suspects your swimmer has a concussion the swimmer will be removed from all swimming activities and a guardian will be called. We highly recommend that your swimmer see a healthcare provider. A Healthcare providers note may be required for the swimmer to return to practice.

15. Our Relationship with USA Swimming

USAS is the governing body for our swim program and is the same program that manages the United States Olympic Swim Team . All Olympic swimmers belong to one of the over 3100 club teams from around the nation. One way to view our team is that we are a franchise of USAS. As described before we are a swim team that is owned by Cherokee County Recreation and Parks Agency under the Aquatics Division. Since we operate as a USA Swim team we operate our program under the guidance and direction of our training under their direction and must comply with the USAS Rulebook updated each year.

15.1. USAS Code of Conduct

USA Swimming is committed to a culture of inclusion and opportunity. We strive to create equity by providing resources specific to the needs of our members.

This is consistent with USA Swimming’s Code of Conduct Article 304.3.2 that states discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, gender identity, genetics, mental or physical disability, or any status protected by federal, state, or local law, where applicable is prohibited.

Article 304.1



The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

Article 304.2

Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

Article 304.3

The following shall be considered violations of the USA Swimming Code of Conduct:

1. Violation of the right to compete provisions set forth in Article 301.
2. Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, gender identity, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.
3. Repeated violation of any of the Minor Athlete Abuse Protection Policies
4. Any violation of the FINA Rules on the Prevention of Manipulation of Competition as found in the current FINA Manual, including (i) betting; (ii) manipulating competitions; (iii) corrupt conduct; (iv) misuse of inside information; (v) failure to report; and (vi) failure to cooperate.
5. The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.
6. The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over, that athlete.



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7. The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.
 8. The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.
 9. Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.
 10. Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.
 11. Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:
 - i. Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming, or
 - ii. Placed in or on any item that is sold. In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.
 - iii. In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.
 12. Any other material and intentional act, conduct or omission not provided for above, which is detrimental to USA Swimming, and LSC or the sport of swimming.

Measure to be adjudicated by the U.S. Anti-Doping Agency

Violation of the anti-doping provisions set forth in 303.3.

Measure to adjudicated by the U.S. Center for SafeSport

Violation of the SafeSport Code. [see www.usaswimming.org/code]



Cherokee County Aquatics Center Roles & Resources

For questions relating to this document or for support with guidelines please contact members of the Cherokee County Aquatic Center team below.

Tiffany Edwards, Programs Coordinator (Swim Team)

tledwards@cherokeega.com

678-880-4760 Office

Bill Waldo, Head Coach, Pelicans Swim Club

wawaldo@cherokeega.com

678-880-4760 Office



APPENDIX-A: USA Swimming Athlete Application



USA SWIMMING

**2020 GENERAL ATHLETE REGISTRATION APPLICATION
LSC: GEORGIA SWIMMING**

PLEASE PRINT LEGIBLY • COMPLETE ALL INFORMATION:

LAST NAME	LEGAL FIRST NAME	MIDDLE NAME
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
PREFERRED NAME	DATE OF BIRTH (MM/DD/YR)	SEX (M/F)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
	AGE	CLUB CODE
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
NAME OF CLUB YOU REPRESENT		
<input style="width: 95%;" type="text"/>		

(Bill, Beth, Scooter, Liz, Bobby) If not affiliated with a club, enter "Unattached"

NOTE: If you are 18 years of age or older, you are required to abide by the Minor Athlete Abuse Prevention Policy. In addition, in order to be a member in good standing you must complete the Athlete Protection Training. The training can be accessed at www.usaswimming.org/apt

GUARDIAN #1 LAST NAME	GUARDIAN #1 FIRST NAME	GUARDIAN #2 LAST NAME	GUARDIAN #2 FIRST NAME
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
MAILING ADDRESS			
<input style="width: 95%;" type="text"/>			
CITY	STATE	ZIP CODE	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
AREA CODE	TELEPHONE NO.	FAMILY/HOUSEHOLD EMAIL ADDRESS	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
MEMBER'S EMAIL ADDRESS			
<input style="width: 95%;" type="text"/>			

U.S. CITIZEN: YES NO

ARE YOU A MEMBER OF ANOTHER FINA FEDERATION? YES NO

IF YES, WHICH FEDERATION:

HAVE YOU REPRESENTED THAT FEDERATION AT INTERNATIONAL COMPETITION? YES NO

OPTIONAL

<p>DISABILITY:</p> <p><input type="checkbox"/> A. Legally Blind or Visually Impaired</p> <p><input type="checkbox"/> B. Deaf or Hard of Hearing</p> <p><input type="checkbox"/> C. Physical Disability such as amputation, cerebral palsy, dwarfism, spinal injury, mobility impairment</p> <p><input type="checkbox"/> D. Cognitive Disability such as severe learning disorder, autism</p>	<p>RACE AND ETHNICITY (You may check up to two choices):</p> <p><input type="checkbox"/> Q. Black or African American</p> <p><input type="checkbox"/> R. Asian</p> <p><input type="checkbox"/> S. White</p> <p><input type="checkbox"/> T. Hispanic or Latino</p> <p><input type="checkbox"/> U. American Indian & Alaska Native</p> <p><input type="checkbox"/> V. Some Other Race</p> <p><input type="checkbox"/> W. Native Hawaiian & Other Pacific Islander</p>
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- Check if you would like to learn more about the USA Swimming Foundation's initiatives
- Check if you would like to receive the electronic USA Swimming Newsletter (*must be 13 years of age or older*)

HIGH SCHOOL STUDENTS – Year of high school graduation:

YEAR LAST REGISTERED: . IF YOU REGISTERED WITH A DIFFERENT USA SWIMMING CLUB IN 2019, ENTER THAT CLUB CODE: LSC CODE: AND THE DATE OF YOUR LAST COMPETITION REPRESENTING THAT CLUB: .

SIGN HERE x

SIGNATURE OF ATHLETE, PARENT OR GUARDIAN DATE

2020 REGISTRATION CATEGORIES (please select only 1)

Membership Type	Valid				Restrictions
<input type="checkbox"/>	Premium	9/1/2019 – 12/31/2020			None
<input type="checkbox"/>	Flex	9/1/2019 – 12/31/2020			No more than 2 sanctioned meets per registration year. Only for meets below LSC Championships, Zone, Sectional, and National Levels.
<input type="checkbox"/>	Season 1	10/5/2019 – 3/2/2020			Only for meets below Zone, Sectional, and National Levels.
<input type="checkbox"/>	Season 2	3/3/2020 – 7/30/2020			Only for meets below Zone, Sectional, and National Levels.

All athletes registering as members of a Georgia Swimming club should submit applications and payments to their respective club. Only unattached athletes should send application and payment to Lora Thompson.



APPENDIX-B: CDC Concussion Form

Concussion INFORMATION SHEET



This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.


What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
 - Work with their coach to teach ways to lower the chances of getting a concussion.
 - Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
 - Ensure that they follow their coach's rules for safety and the rules of the sport.
 - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.



Plan ahead. What do you want your child or teen to know about concussion?

How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents or Coaches

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior to* or *after* a hit or fall

Symptoms Reported by Children and Teens

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

Talk with your children and teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*



cdc.gov/HEADSUP



CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children’s or teens’ healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child’s or teen’s healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child’s or teen’s school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child’s or teen’s return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

Children and teens who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

To learn more, go to cdc.gov/HEADSUP



Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.

Detach the section below, and keep this information sheet to use at your children’s or teens’ games and practices to help protect them from concussion or other serious brain injuries.

I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Athlete’s Name Printed: _____ Date: _____

Athlete’s Signature: _____

I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian’s Name Printed: _____ Date: _____

Parent or Legal Guardian’s Signature: _____