



Teach Train Motivate Swim

Crimson Aquatics Handbook

Welcome to the Crimson Community! Our staff is ready to help you in any way we can to make you feel a part of our team. We hope that your experience with us is rewarding and memorable!

Crimson Aquatics aims to provide the most up-to-date aquatics training at all levels. Using experience gathered from across the world we hope to provide children with Swimming Excellence. We have various programs working with children of all abilities.

Crimson Aquatics is a member of USA Swimming, Inc. USA Swimming is the nationwide governing body for the sport of swimming in the United States. USA Swimming divides the nation geographically into Local Swim Committees (LSC) similar to leagues. Crimson Aquatics is a part of the New England LSC, an eastern zone committee that includes teams from Massachusetts, Rhode Island, New Hampshire and Vermont.

Dear Crimson Family,

Welcome to Crimson Aquatics, a USA Swimming Level 4 Club. We are divided into 3 different branches: Crimson North (Andover), Crimson Central (North Shore & Boston), and Crimson South (Whitinsville & Franklin). As a whole Crimson Aquatics promotes the virtues of hard work, community, and grit. It is with these virtues that we hope to instill excellence in our swimmers.

The overall philosophy of developing swimmers is consistent throughout the Crimson Aquatics branches. Group progression is based on a combination of skill level, age and coach's discretion. Each branch of Crimson has their own specific progression that is detailed in the Branch Handbook. While the progressions may be different, all three branches follow the same general developmental pathways:

- 1) **Discovery groups** (Pre Team) are a beginners starting place. This level will involve mental and physical discovery of the water and new motor skills in a safe and fun environment.
- 2) **Imagination groups** (Age Group 1,2,3) teach the swimmers to dream about future success in and out of the pool. Swimmers will learn how to use imagery as a learning skill which is a fundamental piece of mental preparation for performance.
- 3) **Resilient groups** (Junior 1,2,3) teach swimmers how to maintain and build confidence by moving on after disappointment and success. Resilience is a fundamental component of mental preparation for performance. These groups require both commitment and time standards.
- 4) **Achievement groups** (Pre Crimson, Senior 1,2) are where the advanced swimmers continue their progression toward the highest levels of the sport. Here swimmers learn to set higher goals and become a leader.
- 5) **High Performance groups** (Crimson) prepare swimmers for national and international level competition. Mental preparation is critical for delivering your best effort on any given day. These swimmers will be taught, at an elite level, how to use imagery and resilience when it matters the most.

Our goal as a program is to prepare the swimmers for future success at the highest level possible. Some Crimson swimmers make the US National Team while in high school and others have made that level in college and after. We will not focus on New England Age Group Championships at the risk of compromising the long term development of any individual.

The following Handbook contain information that contains information pertinent to any Crimson family. Branch specific information is located in each Branch Handbook. If you have any questions comments or concerns do not hesitate to contact the head coach of your branch (contact info below). We applaud your commitment to the improvement of your swimmer and look forward to being a part of their future success..

Sincerely,
The Crimson Staff

Contacts

Staff	Contact	Email
Andover: Mike Spring	978-409-2460	crimaquatics@gmail.com
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Whitinsville/Franklin: Peter Zeiger	401-374-3582	zathletic@yahoo.com

Values

- **Respect**
 - Respect everyone. Giving respect shows the ability to understand one's surroundings and build relationships.
- **Process**
 - Having an end goal is important and the pursuit of that is the journey which must be done with a positive mental attitude. Failure is a key part of any successful process and challenging one's self to find their limit is the way to reach an optimal level of performance.
- **Tradition**
 - Many have come before us, accepted great challenges and accomplished great things. We represent them in and out of the pool.

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The Crimson Mission

To teach, train, and motivate youth to reach their potential while promoting the sport of swimming.

Our Swim Team Philosophy

At each level of the program, swimmers are instructed to strive for excellence. Excellence in this sense represents the achievement of a level at which the individual

knows he/she has done the utmost to become the best he/she is capable of becoming. This philosophy is consistent throughout the program.

The Crimson Aquatics program will be aimed at long term success with the objective of producing a long term "family" of progressing swimmer/athletes; receiving the benefits of lifelong health, social growth, and successful academic and athletic performance.

Crimson Aquatics will provide multi-level programs, geared to the individual needs of our swimmers. We will emphasize mental preparation, fundamental skills, physical conditioning, productive work habits, character growth, healthy competition, and most of all enjoyment.

Our Service/Community Philosophy

To work within the community to teach train and motivate members of the community through philanthropic and charitable projects.

Crimson Aquatics will work with partner organizations to provide opportunities in aquatics that make our community a better place for everyone.

Our Student-Athlete Philosophy

To pursue success in academics, athletics, and social growth in the belief that a true balance is attainable. We believe student-athletes can learn in all of these fields with the help of teachers, coaches, and peers.

Crimson Aquatics History

Crimson Aquatics has a family tree that dates back to 1989. There have been several name changes and expansions to add new pools and the name became Crimson Aquatics in 2010. Over the years the constant has been outstanding leadership and coaching. Crimson has been home to a USA Open Water Olympic Head Coach, eight coaches that have been on staff for the US or another country at Olympic Games or World Championships. Crimson Aquatics has put swimmers on the Olympic Team, World Championships, Goodwill Games, Pan Am Games, Pac Pac Games, and Junior Pan Pac Games.

Crimson Aquatics Alumni:

Olympians:

Erik Vendt won a silver medal in the 400 IM at the 2000 and 2004 Olympics. Vendt won a gold medal in the 2008 Olympics for the 4x200 meter free relay.

Alex Meyer swam the 10k open water at the 2012 London Olympics. Meyer won the US Nationals three times and won a gold medal at World Championships in 2011.

Adriana Marmolejo Coach Adriana was ranked in the world top 25 from 1999 to 2009. She swam in three Olympic Games: Sydney 2000, Athens 2004, Beijing 2008.

US National Team and US National Junior Team:

Nick Brunelli (American Record 50 scm free, World Record 4x100 scm free relay)

Robert Owen, 6th at 2016 Olympic Trials 200m Back. College: Virginia Tech
Liam Egan, 3 gold, 1 silver 2015 Jr Pan Pacs, NCAA All American, College: Stanford

Kaia Simmons, 2012 Olympic Trials finalist, College: Stanford

Nick D'Innocenzo, 2012 Olympic Trials finalist, College: Texas

Brooke Zeiger, 6th place 2016 Olympic Trials, National Junior Team, NCAA Champion, College: Minnesota

Calvin Yang 2015 National Junior Team

Sponsors and Partners

Speedo
The Swim Team Store
Dexter Southfield School
Boston Public Schools
Dick's Sporting Goods
P2 Life Nutrition
USA Swimming
Amature Athletic Union USA
Swimming World Magazine
Boston Elite Swim Team
Chris Vietor, Realtor
Joint Ventures Physical Therapy Boston/Wayland

Arrival

For the safety of all of our athletes, swimmers are not to enter any training or competition facility any earlier than 15 min before their start time. If any need or emergency arises please contact your respective Head Coach.

Pick Up

For the safety of all of our athletes, swimmers are not to remain at any training or competition facility later than 15 min after the session ends. If any need or emergency arises please contact your respective Head Coach.

Uniform Policy

At each meet, swimmers are responsible for wearing a Crimson Uniform. At minimum this includes the preselected T-shirt for the meet, a Crimson swimsuit, and a Crimson swim cap. Swimmers receiving an award should wear their CA Team Warm Up.

Swimmers 12 years old and younger attending Championship meets starting with Age Groups; and 13 years old and older attending travel meets must have all required items including:

- CA Team Parka
- CA Team Warm Ups top and bottom
- CA Team Shorts

All Crimson equipment and apparel may be ordered online through the Swim Store portal on the website.

All squads are required to have:

One team suit for competition

Four team t-shirts

Team Cap (if you wear one)

Attendance Policy

Attendance is a critical factor in progressing inside the team. Please view specific policies on attendance, injury and illness in your Branch Handbook.

Team Rules on Alcohol and Recreational Drugs

Alcohol and recreational drugs are not allowed in any way, shape or form. All swimmers are assumed guilty until proven innocent of rumors that circulate to parents and

coaches. This policy includes being an accessory meaning you will be seen as guilty by association if you are present while others are breaking rules.

All swimmers in violation of this policy may be suspended indefinitely. The Head Coach will determine the terms of any suspensions and/or restorative actions.

Crimson Aquatics Travel Code of Conduct

Safety

a. Additional guidelines to be established as needed by the coaches;

- b. Respect the privacy of each other;**
- c. Must wear seat belts and remain seated in vehicles;**

Behavior

- a. Be quiet and respect the rights of teammates and others in hotel;**
- b. Be prompt and on time;**
- c. Cell phones may not be used during the meet and after lights-out;**
- d. Computers may not be used after lights-out;**
- e. Respect travel vehicles;**
- f. Only Crimson Aquatics team apparel is allowed;**
- g. Use appropriate behavior in public facilities;**
- h. Curfews – in own rooms at 9:30 PM and lights out at 10 PM, or as announced;**
- i. Must stay in assigned hotel room;**
- j. Needs and well being of the team and teammates come first.**

Financial

- a. No room service without permission;**
- b. Swimmers responsible for all incidental charges;**
- c. Swimmers responsible for any damages or thievery at hotel;**
- d. Must participate in contracted group meals;**
- e. Must pay account balance before trip begins.**

Additional

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.**
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.**
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.**
- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.**
- e. No “deck changes” are permitted. Athletes are expected to use available change facilities.**
- f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and Crimson Aquatics. Athlete behavior must positively reflect the high standards of the club.**

Failure to comply with the Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

- a. Dismissal from the trip and immediate return home at the athlete's expense;**
- b. Disqualification from one or more events, or all events of competition;**
- c. Disqualification from future team travel meets;**
- d. Financial penalties;**
- e. Dismissal from the team; and/or**
- f. Proceedings for a LSC or USA Swimming National Board of Review.**

Meet & Championship Info

Travel meets: Travel meets are available to swimmers ages 13 and over. These swimmers travel by bus or plane with other swimmers and a coach. These are normally attended by Senior swimmers or those involved in championship meets. Swimmers traveling to Zone Championships will be supervised by a New England coach and parent volunteers.

Trials/Finals: Some meets are held in the Trials/Finals format. This format involves 2 sessions of swimming in the same day; a morning and a night session. The first session is for any swimmer who qualifies and signed up for that day's events. The second session is limited to the fastest swimmers from the morning session, typically the top 16 or 24 in each event. Swimmers are usually limited to one distance event on Friday evening and then 3 events each on Saturday and Sunday.

Championship meets: These are held at the end of both long course and short course seasons. Time standards always apply and minimum times must be met in order for swimmers to qualify. Check the Crimson Aquatics website for time standards. Each year (September- August) is divided into three seasons: Fall, Winter, Spring/ Summer. The coaches focus on having the swimmers finish each season with a positive meet experience that they can build on for the next season. This is important for several reasons:

- As a TEAM we are competing to win Championships and need all qualifiers to compete.
- It is an extremely motivating way to finish the season which helps to set them up for a good start the next season.
- It validates the effort the kids have put in at practice.
- It validates the efforts the parents put into getting their kids to practice, making sure they are eating right, etc.
- Some kids may be needed to fill out relays at one of the meets with qualifying standards- this is a big deal both for the athlete and the team.
- The level of success, each season, for the team and swimmers is what accredits the coaches. In order to gain professional recognition the swimmers must compete.

Meet & Championship Policies

Participation Policy

- Swim Meets are a requirement for most training groups.
- You must opt-IN to meets on the team website. Just commit to the meet and/or sessions you can attend. If you do not commit you will not be entered.
- You must adhere to your branch volunteer policy in order for your child(ren) to participate.
- There is a \$25 fee for entering your swimmer after the commitment deadline. You must contact your respective Head Coach to get entered after the deadline.
- You will be responsible for all fees associated with a meet as of the entry deadline. There are no refunds of meet fees for any reason.

Trials/Finals Policy:

- Swimmers must notify their coaches before the meet if they cannot swim in the evening events. Failure to notify the coaches will result in the swimmer being disqualified from racing all other events for the duration of the meet. In addition, not taking one's place in the evening meet will deny another interested swimmer the opportunity to race.

Championship Meet Policy:

- Swimmers in the top half of training groups are required to attend at least one championship meet at the highest level for which they qualify in a season. These meets often fall on school vacation dates. This is a part of swimming that families have figured out in the past and all families are expected to make these meets fit their personal calendar.

Relay Policy:

- It is an honor to be on a Crimson relay at a championship meet. Swimmers are expected to attend meets for which they qualify on a relay only. If the team relay is disqualified because of a no-show the responsible party will be fined \$100 and may be removed from championship relays for the remainder of the year.

Action Plan to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at Crimson Aquatics (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, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club’s Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that CA takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

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

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

- i. causing physical or emotional harm to the other member or damage to the other member’s property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or

v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

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

- Talk to your parents;
 - Talk to a Club Coach, or other designated individual;
- In the event, the matter continues or is not resolved, it is suggested that the athlete:
- Write a letter or email to the Club Coach, or other designated individual;
 - Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

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

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

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

using the following approach:

FINDING OUT WHAT HAPPENED

1. First, we get the facts.
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.

- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber-bullying. Collect all available information.
- 2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - 10. What is the history between the kids involved?
 - 11. Have there been past conflicts?
 - 12. 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.
 - 13. 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

- 1. 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:
 - i. 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.
 - ii. 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:

i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.

ii. 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:

i. Write a letter apologizing to the athlete who was bullied.

ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.

iii. Clean up, repair, or pay for any property they damaged.

e. Avoid strategies that don't work or have negative consequences:

i. 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.

ii. 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.

Electronic Communication Policy

PURPOSE

The Crimson Aquatics (the “Club”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- condoning or encouraging drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult’s personal life , social activities, relationship or family issues, or personal problems;
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board, or other athletes?”

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, INSTAGRAM, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.

The Club has an official Facebook page that athletes and their parents can "follow" for information and updates on team-related matters.

Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

TWITTER

The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters.

Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes for the purpose of communicating information directly related to team activities.

EMAIL

Subject to the general guidelines mentioned above, emailing is allowed between coaches and athletes for the purpose of communicating information directly related to team activities.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches.