

# **SEVEN MILE SWIMMERS**

## **TEAM HAND BOOK**

**(Revised 1 September 2016)**

**THIS DOCUMENT IS SUBJECT TO REVIEW FROM TIME TO TIME  
A REVISED COPY WILL BE PROVIDED TO CIASA  
WHERE CHANGES OR ADDITIONS ARE MADE**

### **Our Team Code**

Seven Mile Swimmers has been established to provide positive support and encouragement for a competitive swim team whilst having fun in a safe environment, free from alcohol and drugs.

The team is committed to promoting competitive swimming together with good sportsmanship and enjoyment for the whole family.

It is our aim to ensure that the swimmer has the highest training and support they need to achieve their goals, free from bullying and harassment.

To achieve their personal best regardless of whether or not they win the race.

To create a lifelong recreational skill.

We do not believe in simply bashing out the distances length after length, quality is important. With good technique, speed will come.

***“We Hath Founded it on Technique”***

## **COMPLIANCE WITH FINA AND CIASA RULES**

Seven Miles Swimmers recognises that the Federation Internationale de Natation (“FINA”) is the only recognised body in the world which governs aquatics internationally and that the Cayman Islands Amateur Swimming Association (“CIASA”) is the only recognised body in the Cayman Islands which governs aquatics locally. Seven Mile Swimmers will maintain registration with CIASA as a registered club in the Cayman Islands.

Seven Mile Swimmers shall:

Not alter or amend its name or this Handbook without also advising CIASA;

Act in accordance with all reasonable decisions of CIASA in relation to the Swim Team;

Manage its affairs of the Swim Team independently and not be influenced by third parties;

Notify CIASA of the dates and the location of the elections of Board Members and Officers of the Swim Team and provide the minutes of its general meetings to CIASA no later than sixty (60) days after the conclusion thereof; and

Ensure that its members comply with the rules, regulations, directives and decisions of CIASA and FINA.

## **Seven Mile Swimmers**

Dean Wragg - President and Board Member  
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Ewan Jacques - Vice President and Board Member  
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Murray Pearson – Treasurer and Board Member  
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Terri Barrowman – Team Manager and Board Member  
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Elaine Whitefield - Secretary and Board Member  
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Derek Stenson - Legal Affairs and Board Member  
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Lucy Beighton - Charity Officer/Fundraising Co-ordinator and Board Member  
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Duke Sullivan - Board Member  
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Alyssa Dodson - Board Member  
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Head Coach – Darren Mew  
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## **General Code of Conduct**

1. Behavior and personal conduct must at all times be of a high standard and reflect favourably on the Team and the sport of swimming.
2. Swimmers should behave in a responsible and appropriate manner during practice and swim meets as well as at the training pool, including the changing area.
3. Language must always be appropriate and socially acceptable.
4. **Swimmers** are expected to:
  - Behave without discrimination on the grounds of race, ethnicity, gender, language, religion, sexuality, birth or social status.
  - Treat each team member and other team members with respect in victory and defeat, recognizing and valuing their human rights, worth and dignity.
  - Comply with the codes, rules and laws within the guidelines set out by FINA, CIASA and by the Team.
  - Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
  - Observe, obey and respect the authority and the decisions of the Coach and club officials.
5. **Parents** are expected to:
  - Comply with the codes, rules and laws within the guidelines set out by FINA, CIASA and the TEAM.
  - Encourage your children to obey the spirit of the rules and laws in and out of the pool and ensure they understand the standards of conduct required.
  - Observe the authority and the decisions of all officials.
  - Help your children to recognize good performance, not just results.
  - Treat other competitors and teams with respect, in victory and defeat.
  - Be fully responsible for your children when not on poolside and for ensuring their safety once they leave poolside.
  - Ensure that your children behave in a responsible manner at the training pool, including the changing area.
  - Ensure that the Coach is present and is aware your children are there before you leave your children at the start of a training session or at a competition.
  - Do not go onto poolside during training sessions or competitions unless in an emergency or you have prior agreement with the Coach. If you wish to discuss a specific matter with the Coach please arrange a time that is convenient to both you and the Coach (for children under the age of 8 years a responsible adult must be present at the pool for the entire session).

- Get involved with the Team. Our parents are our greatest resource and we rely on their commitment and creativity to operate at a high standard.
- Participate in all fundraising activities.
- Volunteer for swim meets.
- Parents are encouraged to take swim official training.

### **Swim Practice Policies**

The following inform swimmers and parents of the policies regarding practice.

### **Swimmers Responsibilities**

1. It is essential for swimmers to attend as many practices as possible. If the swimmer misses practices on a regular basis, he/she falls behind their training regiment and progress is stalled. It is also discouraging to your fellow teammates, as swimmers rely on each other being at practice each day, so that they have someone to train and compete with. The team does, however, encourage younger swimmers to participate in other activities in addition to swimming.
2. Swimmers are asked to arrive on-time for practice. Swimmers should be ready to swim five minutes prior to the start of their practice and ensure they have enough water to keep hydrated for the duration of the session.
3. No swimmer may be in the water until the Coach has given their approval to enter the water.
4. Swimmers are expected to stay for the entire practice. In the event that the swimmer needs to be dismissed early from practice, the Coach is to be notified in advance.
5. Swimmers equipment should be in good working order, with their name on all equipment.
6. Every swimmer needs to respect and obey all pool rules. Any damage or vandalism of the facility may result in financial liability of the swimmer's parents. This may also lead to the swimmer being asked to leave the team.
7. Swimmers should be on their best behavior, willing to learn and work hard during practice.

### **Parent's Responsibilities**

1. Ensure your child attends practice regularly and on time.
2. Provide support and encouragement for your child especially when he/she hits a performance plateau or downturn.
3. Ensure that your child is well rested and had eaten in good time before the session starts, so as to have the energy to train efficiently.
4. Collect your child on time at the end of the session. It is not acceptable to leave your child sitting waiting for an hour and it is not the responsibility of the Coach to provide care after the session has ended. If for some reason you are delayed, contact the coach as soon as possible and let him know. Contact another parent to see if they can assist. Car-pooling is encouraged and friendly to the environment.

## **Travel Team Code of Conduct**

Let there be no misunderstanding that the rules applied to the swimmers are similar for chaperones and coaches and all individuals traveling with the team.

Swimmers, Coaches, chaperons and parents traveling with the Seven Mile Swim Team represent themselves, the Team, the sport of swimming and their community when they travel to swim meets/events. All individuals representing or traveling on behalf of the Seven Mile Swim Team will abide by the following Code of Conduct. This Code is in effect from the point of departure until returning home. Anyone signing the Code of Conduct agrees that he/she will abide by it while representing the Seven Mile Swim Team. Infractions of the Code of Conduct may result in that swimmer's family having to assume the full cost of the trip plus return fare if the swimmer is sent home early.

1. Swimmers will not be allowed to drink or carry alcoholic beverages or use drugs other than those prescribed by a physician. Such prescribed drugs must be reported to the Coach and/or chaperons. Proper administration of prescribed drugs will be the swimmer's responsibility.
2. No swimmer is permitted to smoke or chew tobacco.
3. Appropriate behavior is mandatory on team trips. When behavior is deemed unacceptable by the Coaches or chaperons or accompanying staff, that swimmer will be scratched from the competition and sent home at his/her own expense. In extreme cases, outright dismissal from the team will result. Examples of inappropriate behavior include:
  - failure to comply with stated rules and/or curfews as set out by the Coaches and chaperones.
  - any behavior in violation of a criminal code.
4. Responsible, orderly and reasonably quiet behavior is expected of swimmers at all times, including:
  - while traveling on rented or public transportation.
  - when on the pool deck, in restaurants and all other public areas.
5. Hotel etiquette of the highest caliber is mandatory. Because hotels are resting places for all guests, the following behavior is not acceptable:
  - running up and down hallways.
  - constant room-to-room telephoning.
  - playing loud music or television.
  - fist fights and any kind of roughhousing.
  - crank phone calls to anyone in the hotel.
  - pranks of any nature which may result in damage to property or injury to fellow teammates.
6. Male and female swimmers must at no time be in each other's rooms with the doors closed. Whenever members of the opposite sex are in a hotel room, the door must be propped open.

7. Athletes from other teams are not allowed in swimmer's hotel rooms, unless explicit approval has been given by the supervisory staff (Coach and/or chaperon).
8. All team members are expected to respect each individual's needs for rest and study times which will vary from trip to trip.
9. Curfews, as determined by the staff, are set to ascertain proper rest for all swimmers. These must be adhered to at all times. Failure to comply may result in that swimmer's being scratched from competitions or in more severe cases sent home at his/her own expense.
10. Swimmers should consider that it is their responsibility to report behavior that does not adhere to the Code of Conduct to the Coaches or chaperons.
11. All of the above conditions also apply to the last night of any trip. There may be occasions when the entire team will enjoy an outing, a movie or dinner on the last night. Return to the hotel must be orderly and quiet. All rules/curfews set out by the Coaches and chaperons will be followed.
12. Any swimmer, who does not agree with all the conditions listed above, may elect not to participate in off island swim meets.
13. Infractions will be dealt with on an individual basis and action may be taken immediately or after return to Cayman. The penalties may include immediate return home at the swimmer's expense or for Team-supported travel a reimbursement of the Team by the swimmer.
14. All swimmers attending an overseas meet will be required to stay at the same hotel. The team should, where possible stay together as a team for the duration of the meet including mealtimes and any organized recreational activities.

## **Discipline - Policies and Procedures**

1. All swimmers will be subject to the same rules.
2. It is the responsibility of the Head Coach to set out specific rules pertaining to teaching methods and attendance policy. Conduct and discipline during workouts are primarily matters between Coach and swimmer. All the rules and regulations must be mutually understood and it is the swimmer's responsibility to act accordingly.
3. Parents must be informed of their child's misconduct during workouts. They shall be informed promptly if their child has been asked to leave a workout, the reasons for this action and the conditions which must be met for his/her return. If the parents are informed more than three times of misconduct during workouts, a decision will be made as to whether the child will be able to remain on the Team.
4. The use of drugs and/or alcohol by swimmers is prohibited.
5. Chaperons will be appointed to attend off-island meets and Team functions when necessary.
6. During off-island meets, swimmers must be responsible and accountable for their behavior to Coaches and chaperons. Coaches and chaperons will ensure that swimmers conform to all rules at the pool and elsewhere. All participants agree to these rules by signing the Code of Conduct before departing from Cayman.
7. At off-island meets, Coaches and chaperons will establish and enforce reasonable curfew times for each age group.
8. Chaperons will have full authority off deck for both male and female swimmers, including the authority to send a swimmer home during a meet at his/her parent's expense. Such action will only be taken in consultation with the Coach and other chaperons and after the parents have been notified.
9. The team will reimburse chaperons who assume on-the-spot payment for damage caused by a swimmer. The cost will be recovered from the swimmer and his/her family. There is a limit of US\$100 that the chaperon can be expected to pay. Anything over that amount and the parent will be contacted and asked for their credit card details.

## **Anti-Bullying Policy**

The Seven Mile Swimmers Swim Team is committed to providing a caring, friendly and safe environment for all our members so they can swim in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our team. If bullying does occur all swimmers or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a **TELLING** team. This means that anyone who knows that bullying is happening is expected to tell the Coach and/any other team official. The team takes bullying very seriously and will not tolerate any form of bullying including:

- Emotional – being unfriendly, excluding (emotionally and physically), sending hurtful messages by any electronic means (for example, texting, Facebook, MSN), tormenting (for example, hiding goggles/floats, threatening gestures).
- Physical – pushing, kicking, hitting, punching or any use of violence.
- Racist – racial taunts, graffiti, gestures.
- Sexual – unwanted physical contact or sexually abusive comments.
- Homophobic – because of, or focusing on the issue of sexuality.
- Verbal – name-calling, sarcasm, spreading rumors, teasing.

## **Child Protection Policy**

Seven Mile Swimmers recognizes and accepts its responsibility to safeguard the health and welfare of children under its care by protecting them from physical, sexual or emotional harm; and from neglect or bullying. It is essential that children and young people participating in swimming are able to do so in a safe and secure environment.

Seven Mile Swimmers is committed to raising awareness of child protection in swimming; and takes every possible measure to ensure that swimming is a safe and secure experience for children.

All Coaches, team officials/managers and volunteers will be governed by the FINA and CIASA "Code of Ethics".

The Team recognizes that all those directly involved in the Team and its activities have a responsibility to:

- Provide a safe environment for children and young people to enjoy swimming whilst in the care of the Team.
- Take the interests of its members into account in all its activities.
- Promote the health and welfare of its members through a relationship of mutual trust.
- Take all practical steps to protect its members from physical, sexual or emotional harm by:
  - Recognizing abuse.
  - Treating all suspicions and allegations of abuse seriously.
  - Responding in an appropriate way to children who disclose they are being abused.