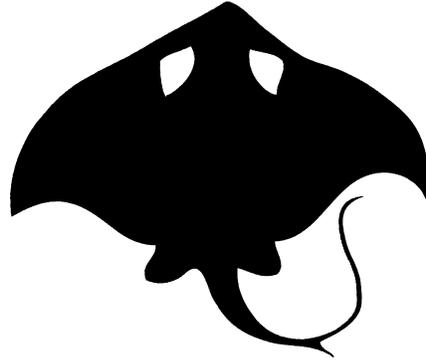


MJCC Stingrays

Mittleman Jewish Community Center
at the Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org



MJCC Stingrays Swim Team Parent Handbook 2019-20

The Stingrays Swim Team's goal is to provide our athletes an open and welcoming atmosphere where they can not only expand their athletic abilities but also grow as community members. We challenge them physically, nurture them developmentally, and encourage them to build life-long relationships. The Stingrays coaches will help develop the character and self-discipline necessary to succeed not only in swimming but also in life away from the pool.

MEET OUR COACHES

The Stingrays coaches are a group of talented and dedicated professionals. Our coaches work on developing technique and endurance at a level appropriate for each practice group. The goal of the coaching staff is to provide a supportive and encouraging environment for each swimmer.

Head Coach, Jennie Condon, jcondon@oregonjcc.org

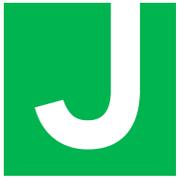
Jennie Condon joined the MJCC in early 2011 and started as the Stingrays' assistant coach in the fall of 2012, moving up to the head coach position in 2014. She is an American Swimming Coaches' Association Level 2 certified coach, a graduate of Hollins University in Virginia and a lifelong athlete and swimmer, including swimming competitively in high school and college. Her combined love of water and working with youth has led her to a 20-plus-year career in aquatics. She spends her time outside the pool horseback riding, reading, and checking out new perspectives on the world through her camera.

Assistant Coach, John Halvorson

John Halvorson joined the Stingrays in 2017 and loves being a part of the team at MJCC. He has been an avid swimmer since high school which has included swimming at Central Washington University as well as competitive sprint and Olympic length triathlons. John has always worked to be around the water including racing, swim instructing, lifeguarding, water skiing, and inner tubing! He spends his time outside of the pool skiing, riding his bike, camping, traveling, and spending time with his friends and miniature Aussie.

Assistant Coach for Junior Rays, Emily Jones

Emily is a long-time USA Swimming athlete, who previously represented the Oregon City Swim Club. This is her second year coaching the Junior Rays, and her third year teaching swim lessons and lifeguarding at the MJCC. She is starting college this fall and looking forward to learning many new things.



MJCC Stingrays

Mittleman Jewish Community Center
at the Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

2019-2020 REGULAR SEASON PRACTICE SCHEDULE

Stingrays practice consists of in-water training along with occasional dryland exercises to increase strength, speed, endurance and flexibility. Each workout is tailored to the ability level of its target group. Generally speaking, the more experienced the swimmer, the longer they will be swimming.

	Bronze (Beginner)	Silver (Intermediate)	Gold (Advanced)
Oct 2 - May 28	Mon-Thurs 4:45-5:30pm	Mon-Thurs 5:30-6:30pm	Mon-Thurs 5:15-6:45pm

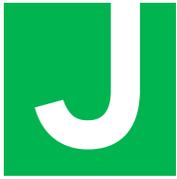
Note: Only the Head Coach may make practice group changes. In order for everyone to benefit fully from the program it is important that each swimmer practices with his or her specified group.

With rare exception, we practice every day that the MJCC is open through practice time, including during school breaks. Any changes to this schedule, including due to inclement weather, will be communicated via email with as much advance notice as is practical and possible.

SWIMMER EXPECTATIONS

We expect each swimmer to treat all participants, members, MJCC staff and coaches with respect and arrive at every practice and meet with a desire and willingness to work hard and have fun.

- Swimmers should be on deck ready to enter the water at the beginning of their practice time.
- Swimmers should never interfere with the progress of another swimmer, whether through actions or words.
- Swimmers should always behave in a way that demonstrates good sportsmanship, sets a good example to other swimmers, and reflects positively on the team.
- Swimmers should treat the facility and equipment with respect. Belongings not needed on the deck should be locked in lockers or kept neatly in a bag on the bleachers during practice. Swimmers should never be loud or disruptive in the locker rooms, and must obey age restrictions for saunas, steam rooms, and hot tubs.
- MJCC rules state that children age 12 and under must be accompanied by a responsible caregiver age 16 or older while on campus, unless they are actively participating in a program. If young swimmers want to come early or stay late, they must have an adult supervising them. (It is permissible for swimmers to be dropped off alone as long as they come directly to the pool deck for practice, spending only a reasonable amount of time in the locker rooms to change before and after.)
- Profanity and other inappropriate language or discussion topics are not allowed at practice, meets, or any other team functions.



MJCC Stingrays

Mittleman Jewish Community Center
at the Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

- Bullying is prohibited. (Please see the attached Anti-Bullying Policy.)
- At meets, swimmers who disagree with an official's call should discuss their concerns with a Stingrays coach, and not directly with the official.
- **Swimmers who cannot adhere to these expectations may be asked to leave the team. We do not give refunds to swimmers dismissed for behavioral reasons.**

EQUIPMENT

Each swimmer should bring goggles, a swim cap (not required for those with short hair, but highly encouraged for all), and a water bottle to practice each day.

For those new to the sport, we suggest going to a local swim shop where the staff can help fit suits and goggles properly for each swimmer. The number one complaint we hear at every single practice is about goggles that do not fit and thus leak or come off. To ensure your swimmer's enjoyment and success, please make sure that they have properly fitting goggles!

We recommend for practice, and require for meets, that boys wear jammers-style suits and girls wear one-piece suits. Please remember that swimming is a sport and suits should be chosen for their appropriateness as athletic gear, not for fashion! Suits with ties (other than drawstrings in jammers), buckles, zippers, or other metal/plastic parts (no matter how small) are not allowed in competition.

Swimsuits should fit snugly when purchased; they have a tendency to stretch and lose shape over time, so a suit bought large "to grow into" will usually end up too large for comfort and public appropriateness. Please keep an eye on your swimmer's suits so that they can be replaced before they become see-through or otherwise unacceptable. It is usual for a swimmer who comes to practice regularly to go through 2-3 good quality competition-style suits over the course of a season.

Team suits and other gear are purchased individually by families through SwimOutlet at <http://www.swimoutlet.com/mjccstingrays>. A team suit is not required to swim in meets, but is nice for the swimmers to help them feel part of the team. Latex Stingrays swim caps are provided as part of your team fees; silicone Stingrays caps can be purchased from the Head Coach for \$12 each.

ATTENDANCE

Stingrays practice is designed to promote the progress of swimmers as athletes in competitive swimming, with components of technique, fitness, and racing skills. The development of endurance, especially, requires that swimmers attend practice with some regularity. We do not have an attendance requirement, but suggest swimmers attend at least twice a week in order to benefit from the program, and more often if they can. If a swimmer will not be able to attend at least twice a week on average, we suggest s/he stay in swim lessons instead, as once a week is simply not enough to build the same level of fitness as the other swimmers, and practices will quickly become discouraging. We do not offer pro-rating or refunds for missed practices.

Tardiness - In order for each practice to run smoothly without interruption, it is important for swimmers to be on time to practice. If a swimmer consistently shows up to practice late, we will speak to the swimmer's parents to come up with a solution.



MJCC Stingrays

Mittleman Jewish Community Center
at the Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

COMMUNICATION

E-MAIL

Our primary means of communication is e-mail. We will generally send out an email with updates and meet information at least once a month during the swim season. If you find you are not receiving emails from us or your email address changes please notify the Head Coach so that you don't miss out on any important information.

PARENT EXPECTATIONS

Our success depends on the support and involvement of our parents! In everything from getting swimmers to practice each day to spending long days at swim meets to volunteering at team functions and competitions, parental involvement is key. We will occasionally ask for volunteers for team events, and timers and officials* are always needed at meets – please help out in whatever way you can, and don't hesitate to ask questions or share feedback with the coaches.

*We encourage any parent who is interested to become an official: officials get to learn more about the sport and are an integral part of meet success, including increasing our chances of being invited back to meets. If you are interested, please let the coaches know and we will get you in touch with the right people to get started!

A few things for parents to keep in mind:

- Our coaches are professionals with a broad and deep understanding of competitive swimming and athlete training. Your questions are welcome, but please leave the coaching up to them!
- We expect everyone involved with the Stingrays to demonstrate good sportsmanship at all times and show respect to the team members, coaches, competitors, officials, parents, and all facilities. Only a coach should ever approach an official about a call at a meet.
- Do encourage your swimmer and remind them, when appropriate, of advice or instruction that the coaches have given them.
- As we work on details of technique, swimmers will sometimes temporarily slow down, lose focus on other parts of their stroke, or start to feel awkward. These things are completely normal and will result in even better swimming over time; please remind your swimmer of that and encourage him/her to speak to the coach with any questions or concerns.
- Swimming is a sport made up of hundreds of tiny details – celebrate all accomplishments with your swimmer, even those that seem small!
- The 10 & under age group are the most inconsistent of all swimmers: one day they are finishing with top times and the next day they look like they forgot how to swim! This inconsistency can be frustrating for parents, coaches, and swimmers alike, but it is totally ordinary. Patience and positivity are the keys to getting through this developmental phase.
- Remember that not every time will be a personal record. Plateaus are a regular part of swimming (and, perhaps counterintuitively, tend to become more frequent as swimmers get older and better), and our focus is on improvement over time, not just a single meet or time trial. Be supportive of “bad” meets and remind your swimmer of how far s/he has come.
- **If parents cannot adhere to these expectations, their swimmers may be asked to leave the team. We do not give refunds to swimmers dismissed for parent behavior.**



MJCC Stingrays

Mittleman Jewish Community Center
at the Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

TIME TRIALS + MEETS

We hold three on-site time trials over the course of the year (near the beginning, middle, and end of the season), and we expect every swimmer who is available on time trials days to attend. Time trials are run like an informal, Stingrays-only meet to give swimmers a chance to experience what meets are like and see their own progress without the added stress of being away from home or having swimmers from other teams competing.

We also participate in about one USA Swimming-sanctioned “away” meet each month, beginning in October and continuing through May. (More meet information is included separately in this packet.) Entries are completed by the coaching staff for each meet; we will announce sign-ups via email 4-6 weeks prior to each competition. While meet attendance is not required, we do expect that every swimmer will try to make it to at least two meets over the course of the season, as meets provide the best way for swimmers and coaches to chart progress throughout the season. There are additional fees for meets, but these are usually under \$40. Please be aware that entries cannot be altered after the deadline, and once entered, families are responsible for paying meet fees even if their swimmer does not make it to the meet.

QUALIFYING MEETS

Some meets have time qualifications that must be met in order to compete. The coaching staff will inform swimmers and parents if they are close to a qualifying time for any event. Qualifying time standards for state championship meets are posted on the Stingrays bulletin board on the pool deck.

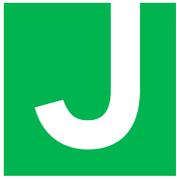
SAFESPORT

The US Center for SafeSport is a federally-mandated organization focused on ending abuse in sports. Their mandate is to safeguard athletes from bullying, harassment, hazing, physical, emotional, sexual abuse, and sexual misconduct. As part of the Olympic Movement, USA Swimming falls under their purview, and thus we have some specific policies that we are required to distribute and implement. We are further required to obtain written acknowledgement of these policies from all athletes, parents, and non-athlete members (see registration paperwork).

Attached to this handbook you will find our Anti-Bullying and Minor Athlete Abuse Prevention Policies. We are required to adopt the MAAPP in whole, even though parts of it do not apply to how we run our team. For example, we do not have team health care professionals or masseuses, and when we go to meets, each family is responsible for their own transportation and accommodation (we do not organize or supervise travel). Nonetheless, if we were at some point in the future to offer those services, we would do so only in compliance with the regulations outlined in the MAAPP.

[For our swimmers who are also lifeguards at the MJCC, know that USA Swimming has clarified that these policies only relate to USA Swimming activities. As our head coach is also a supervisor in the aquatics department, our electronic communication about work-related matters with swimmers who are MJCC employees (in capacities outside of the Stingrays team) is not affected by the attached policy.]

Anyone (member or non-member) can at any time file a report about potential SafeSport violations with the USA Swimming SafeSport staff at usaswimming.org or with the Center for SafeSport at safesport.org.



MJCC Stingrays

Mittleman Jewish Community Center
at the Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

SAFESPORT/ATHLETE PROTECTION TRAINING

Starting in June 2019, ALL adult athletes are required to take the Athlete Protection Training course on the USA Swimming website on or before their 18th birthdays. This training must be repeated every 12 months. Athletes who do not stay up-to-date are not eligible to participate in USA Swimming events, including meets and practices. Athletes (and non-athlete USA Swimming members) need to go to www.usaswimming.org/apt and enter their name and birthdate in order to proceed to the course. If you take another version of the course or create a non-member account, it will not upload under your membership and you will have to take it over again.

Non-member parents and minor athletes (age 12 and over) can also find free courses at the above link, or there are a variety of free age- (from preschool on up) and role-specific short courses available through the Center for SafeSport at athletesafety.org. We encourage everyone to take advantage of these opportunities to help us create a safe environment for all athletes, both on the Stingrays and beyond.

FROM THE COACHES

We are confident that we are going to have an amazing 2019-2020 season! Our door is always open to both swimmers and parents and we encourage your feedback. Our hope is that together we can provide your swimmer with a positive experience that will not be forgotten and help them nurture friendships that will last in the years to come. Thank you for the opportunity to work with your child and **WELCOME TO THE TEAM!**



MJCC Stingrays

Mittleman Jewish Community Center
at the Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

Swim Meets 101

Meets are a great chance for swimmers to have fun, hang out with friends, and measure progress, as well as for coaches to evaluate both individuals and the overall group, identifying strengths and weaknesses that may not be immediately apparent during practice. Our focus is not on a swimmer's placing but rather on personal improvement; we look at technique and performance relative to the swimmer's previous personal bests. We do not require attendance at meets, but expect that every swimmer will try to attend at least two meets over the course of the season – and we encourage everyone to compete as often as they can.

We register for swim meets about a month in advance by sending out an email with the details of the meet and what the registration deadline is; all parents need to do is reply via email or tell us at practice whether their swimmer will be attending and which day(s). Meets are usually Saturday and Sunday, with an occasional Friday. We encourage swimmers to attend two days if they can, but it is also normal for a family to choose just one day or the other. Swim meets usually cost under \$40 (including a \$10 coaching fee per swimmer), which will be automatically charged to your account. Once the deadline has passed we cannot take new registrations nor can we refund existing ones, even if a swimmer does not attend.

Once swimmers are registered, the coaches will decide what events they will swim. Sometimes we will enter swimmers in events that are not their favorites or even where we know they will be disqualified as their technique may not yet be correct. We do this to create well-rounded swimmers, and we get (unofficial) times even from races that result in disqualification. We usually do not tell younger or less experienced swimmers that they were disqualified unless they ask; while eventually they learn what it means, we don't bring it up unless and until we feel it will be useful in their further swimming development to do so.

Swimmers should pack:

- ✓ swimsuit (one piece for girls, jammers for boys; no external ties or metal/plastic parts)
- ✓ two pairs of properly-fitting goggles (goggles that leak or fall off lead to poor starts, slow races, and frustrated swimmers)
- ✓ Stingrays swim cap (even if they don't wear them at practice)
- ✓ at least two towels
- ✓ warm clothes (bathrobe/fleece/coat/etc) to wear between races
- ✓ healthy snacks and water
- ✓ books, games, etc to keep entertained between races
- ✓ camp chairs for both spectators and swimmers (getting a bleacher seat is hit or miss)



MJCC Stingrays

Mittleman Jewish Community Center
at the Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

Spectators should come prepared for a lot of downtime and for the venue to be uncomfortably warm even when it is cold outside. USA Swimming rules prohibit parents from the pool deck, but there are always spectator seating areas; swimmers can sit with their parents once they have dried off after each race, or they can sit with teammates on the deck.

Swimmers should arrive at the pool in time to be ready to get in the water when warm-ups start. The time varies, but will be emailed to everyone in the week prior to the meet. Swimmers who are later may miss their opportunity to warm up. Some parents like to have their swimmers come in their suits and some like to have them change at the pool (all the pools where we compete have access to locker rooms; in no case should a swimmer ever change on deck, even behind towels or under other clothes).

We warm up by swimming a short workout and then practicing a few starts. Warm-ups last about an hour, but depending on how busy the pool is we may start late or finish early. When swimmers arrive they should be able to spot their coach on the deck; they can come over once they are ready so we can get everyone into the water on time.

Heat sheets will be for sale at the meet that tell the order of races, the swimmers in each, and sometimes roughly when each event should start (times should be considered estimates only). Parents should use a Sharpie to write swimmers' races, heats, and lanes on their arms, so that no one has to memorize. (See the next page for examples.) Our 8 & under swimmers will usually go to a bullpen before the start of each race, and meet volunteers will make sure they get to their race after that. If swimmers are sitting with their parents, they should keep track of where the meet is and make sure they get to their races with time to spare. (Bear in mind the length of races varies: a heat of the 500 free may take 7 minutes, whereas a heat of the 50 free will take under a minute.) We try to walk the first-time swimmers over to the starting blocks for their races, but with many swimmers to coach we can't do that for everyone. As swimmers gain experience, getting themselves to the right place at the right time – and sometimes experiencing the consequence of missing a race if they do not – is one of the many life skills taught by competitive swimming.

Meet sessions are split up by age (usually – but not always – younger swimmers in the morning and older in the afternoon) and usually last about four hours. During that time, each swimmer will have three or four races. Swim meets at first will seem very chaotic, loud, and confusing! The good news is that the chaos and confusion (though not the volume) diminish with experience. There will be other Stingrays parents there who have been doing this for years, too, and they are always happy to answer questions and explain what is happening.



MJCC Stingrays

Mittleman Jewish Community Center
at the Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

Parents have another important role at swim meets: as timers and officials. Anyone can and should sign up to take a timing shift at a meet; sign ups can usually be found on a wall behind the blocks or at a table near heat sheet sales. All you have to do is push a couple of buttons, and instructions will be provided if it is your first time. We often have assigned lanes for our team to time at meets, and parents are expected to step up to the task so that the meet can continue. Officials, on the other hand, go through a comprehensive training process before they are expected to perform on their own. Officials get to learn more about the sport and are an integral part of meet success, including increasing our chances of being invited back to meets. Anyone who is interested in becoming an official at any time should let the coaches know, and we will get you in touch with the right people to get started!

Once swimmers have completed all of their own events for the day, they are free to go. Some swimmers like to stay and cheer for their friends, and while it is great to see such team spirit, it is not required. Preliminary results are usually posted at the meet, but final results and awards – if any – are sent in the weeks following. We post results on our bulletin board at the deep end of the pool and hand out any awards at practice. Most meets only have awards to 6th or 8th place, and races often have thirty or more competitors, so most swimmers do not receive a ribbon: all the more reason to focus on time and technique improvements rather than overall standing.

Finally, a note about relays: relays are a chance for swimmers to compete together as a team. Relays are a lot of fun, but in order to enter we have to have enough swimmers of the right age and sex attending the meet the same day. Meets have differing requirements (and some don't have relays at all), so our ability to field relay teams varies. If a swimmer is entered in a relay and does not come or leaves before the relays, none of the other swimmers on that team will be able to swim in the event, either.

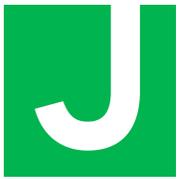
As always, if there are any questions, coaches are available on the pool deck or via email. We'll see you at the pool!

How to decode heat sheets and mark a swimmer's arm:

Event number	Event name	Lane	Name	Age	Team	Seed Time
#40	Boys 13-14 50 Yard Freestyle	Heat 1 of 5	Finals			
		3	Pelletier, Luca J	13	OCST-OR	NT
		4	Hovhannisyann, Garegin G	13	LOSC-OR	34.09
		5	Hawk, Caedon I	13	DDAC-OR	35.07
		Heat 2 of 5	Finals			
		1	Keller, Christian J	13	CS-OR	31.68
		2	Tran, Ricky K	13	DDAC-OR	31.21
		3	Barber, Craig H	13	TDPS-OR	30.58
		4	Maher, Jake H	13	SLST-OR	30.41
		5	Brandell, Harrison	13	OCST-OR	30.57
		6	Cozart, Zachary J	13	OCST-OR	30.93
		7	Blair, Maxwell E		RACE-OR	31.60
8	Kono, Ben H	13	STRY-OR			32.86

On swimmer's arm:

[Event number]	[Heat]	[Lane]	[Event name]
E	H	L	
40	2	8	50 free
46	1	4	200 fly
55	6	1	100 back



MJCC Stingrays

Mittleman Jewish Community Center
at the Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

2019-2020 Tentative Meet Schedule

While this schedule is subject to revision based on a number of factors – most notably in that meets can be cancelled or be overfull and thus not accept our entries – below is our season plan as it currently stands.

October 18-20 (only distance events Friday night)

Autumn Stars Open; Tualatin
(open to returning swimmers only)

November 9 & 10

Artman Memorial Invitational; St. Helens

December 14 & 15

Killer Whales Winter Blast Open; Longview, WA

January 10-12 (only distance events Friday night)

Shark Chase Open; Newberg

February 16

Canby Valentine Invitational; Canby

February 22 & 23 (qualifying swimmers only)

Oregon Swimming 10 & Under Championships; Springfield

February 27-March 1 (qualifying swimmers only)

Oregon Swimming 11-14 Championships; Gresham

March 5-8 (qualifying swimmers only)

Oregon Swimming Senior Championships (15 & over); Corvallis

March 14 & 15

Oregon City Spring Forward Invitational; Oregon City

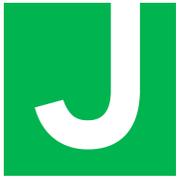
April 17-19 (only distance events Friday night)

LOSC Dan Perz Memorial Open; Lake Oswego

May 9

Hood River Spring Sprinter; Hood River

(Summer meet schedule TBA in late spring)



MJCC Stingrays

Mittleman Jewish Community Center
at the Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

Stingrays Anti-Bullying Policy

Bullying of any kind is unacceptable on the MJCC Stingrays team and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Stingrays are 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.

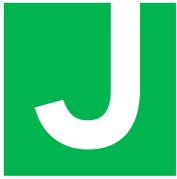
Objectives of the Stingrays' Anti-Bullying Policy:

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

WHAT IS BULLYING?

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members 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).



MJCC Stingrays

Mittleman Jewish Community Center
at the Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

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 their parents;
- Talk to a Stingrays coach;
- Write a letter or email to a Stingrays coach;
- Talk or write to the Aquatics Program Manager; or
- If these individuals have failed to take appropriate action in a reasonable period of time or the perpetrator is one of these individuals, make a report to the USA Swimming SafeSport staff.
 - SafeSport is always an option anyone should feel free to use at any point in the process. Our request is that when possible, athletes and families give us a chance to first address concerns at the team level so that we may do so quickly and with the benefit of our knowledge of all the athletes involved.

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 coach as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and any bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

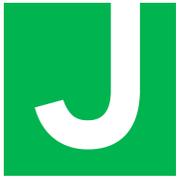
If bullying is occurring during team-related activities, our goal is to stop bullying on the spot. We:

1. Intervene immediately. We may ask another adult to help.
2. Separate the athletes involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the children involved, including bystanders.
6. Model respectful behavior when we intervene.

If bullying is occurring on our team or it is reported to be occurring on our team, we address the bullying by finding out what happened and supporting the swimmers involved using the following approach:

FINDING OUT WHAT HAPPENED

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



MJCC Stingrays

Mittleman Jewish Community Center
at the Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

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. We:
 - a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, we consider the following questions:
 - What is the history between the swimmers involved?
 - Have there been past conflicts?
 - Is there a power imbalance? A power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
 - c. Remember that it may not matter "who started it." Some children who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.

SUPPORTING THE ATHLETES INVOLVED

1. To support the swimmers who are being bullied, we:
 - a. Listen to and focus on the child. We learn what's been going on and show we want to help. We assure the child that bullying is not their fault and is not acceptable.
 - 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. To help, we may:
 - Ask the child being bullied what can be done to make them feel safe. Changes to routine will be minimized. They are not at fault and should not be singled out. If moves are necessary, such as switching lanes, the child who is bullied will not be forced to change, but will be allowed to change if they choose.
 - Develop a game plan. We maintain open communication between the team and parents. We discuss the steps that will be taken and how bullying will be addressed going forward.
 - c. Continue to monitor and intervene when needed. We know bullying may not end overnight, but we commit to making it stop and consistently support the bullied child.
2. To address bullying behavior with the child who bullied, we:
 - a. Make sure the child knows what the problem behavior is. We believe that young people who bully must learn their behavior is wrong and harms others.
 - b. Show swimmers that bullying is taken seriously. We calmly tell the child that bullying will not be tolerated and we model respectful behavior when addressing the problem.



MJCC Stingrays

Mittleman Jewish Community Center
at the Schnitzer Family Campus
6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 | F: 503.245.4233 | oregonjcc.org

- c. Work with the child to understand some of the reasons they bullied. For example:
 - Sometimes children bully to fit in or to make fun of someone who is a little different from them. There may be some insecurity involved.
 - Other times children act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These children may be in need of additional support themselves.
- d. Involve the athlete who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - Write a letter apologizing to the athlete who was bullied.
 - Do a good deed for the person who was bullied, for the team, or for others in the community.
 - Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - Zero tolerance strategies don't work. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the immediate or primary consequence. Bullying behavior may also continue from a swimmer who is no longer on the team (in other locations or online), and we as a team are then unable to adequately address it, as that athlete is no longer within our purview.
 - Swimmers who bully may, nonetheless, be removed from the team if other interventions are unsuccessful, as we need to protect the whole team from disruptive and negative behavior at team events.
 - Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Keeping the parties to the bullying separate prevents the children who have been bullied from being further upset.



Minor Athlete Abuse Prevention Policy
MJCC Stingrays
June 23, 2019

Last reviewed on: September 5, 2019



THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

GENERAL REQUIREMENT

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

II. Meetings

- a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the MJCC Stingrays.

IV. Individual Training Sessions

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

I. Content

All electronic communication from Applicable Adults to minor athletes must be professional in nature.



II. Open and Transparent

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by MJCC Stingrays, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" MJCC Stingrays and/or LSC's official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL

I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

II. Team Travel

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

- a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with MJCC Stingrays or LSC must be USA Swimming members in good standing.



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

Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.

- c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

- I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

- II. Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

- III. Undress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.

- IV. One-on-One Interactions

Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

- V. Monitoring

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

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

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

- VI. Legal Guardians in Locker Rooms or Changing Areas

Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.



MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

- I. Definition: In this section, the term “Massage” refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

- II. General Requirement
Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

- III. Additional Minor Athlete Requirements
 - a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to MJCC Stingrays.
 - b. Legal guardians must be allowed to observe the Massage.
 - c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
 - d. Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician’s treatment plan.