



For Office Use Only

Future _____
Bronze _____
Silver _____
Gold _____
Junior _____
Senior _____

MIDDIES TEAM CONTRACT: 2016 - 2017

(Please print clearly. One form per child.)

Swimmers First Name: _____ Last Name: _____ MI: _____

Address: _____
Street City State Zip

Date of birth: ___/___/___ Gender (circle) F M

Home Phone: _____

Parent/Guardian Name 1: _____ **Parent/Guardian Name 2:** _____

Cell: _____ Cell: _____

Work Phone: _____ Work Phone: _____

Email Address: _____ Email Address: _____

Emergency Contact Name: _____ Relationship to child: _____

Phone # _____ Cell # _____

-
- YWCA membership** is required of all team members along with USA Swimming Fee of \$66. **YWCA membership fees and the USA swimming fee are NON-REFUNDABLE.**
 - Middies is a year-round swim team** for the period from September through July (the "Middies Year"). Parents are responsible for all fees for the Middies Year regardless if a swimmer withdraws for other than an acceptable medical condition. **Returning swimmers are responsible for the full year fee.** *Note: If written notice is given by January 1st, indicating a swimmer will be leaving the team, no further fees would be due for the Middies Year, and a pro-rated portion of the Team Fee (only if it has been paid in full) will be reimbursed. If notice is not given prior to January 1st, all fees are owed in full.
 - Swimmers with **delinquent/unpaid fees will be prohibited from participating in practice** until fees are paid in full.
 - Completed registration packet, including signed Athlete and Parent Expectations and Codes of Conduct is required for all swimmers. This is in the Parents Handbook which accompanies this contract and is also available in the Middies Office. Your signature below indicates that you have received and read the Middies Handbook.
 - All parents must either volunteer at USA and WFSL swim meets or pay the required volunteer fees. Volunteer hours may be completed at home or away meets. For parents with multiple children, you are responsible for hours required for swimmer or the higher level. Registration information for volunteer participation will be e-mailed to parents prior to each meet. Parents are responsible for signing up via the Team Unify system and then confirming participation by signing in at swim meets.
 - Swimmer and parents/guardians have read and agree to the terms outlined in the Middies Team Handbook

Refund Policy: All notices for withdrawal from the YWCA Middies Swim Team must be received in writing. **After January 1, 2017, no refunds of Team Fees will be issued. YWCA Membership and USS Fees are NON-REFUNDABLE.**

Please sign below indicating your acceptance of the terms of this contract.

Signature-Parent or Guardian

Date

Swimmers First Name: _____ Last Name: _____ Level: _____

Middies Swim Team General Permission & Indemnity Form

YWCA Release/Hold Harmless Policy

I (Guardian's Name) _____, represent and certify that I am at least 18 years of age, am the legal Guardian of (Child's Name) _____. I hereby release and agree to hold harmless the YWCA of White Plains & Central Westchester, its principals, directors, officers, agents, employees and volunteers (the "Released Parties") from any loss, liability, damage or claims of any kind, including claims resulting from the negligence of any Released Party that may arise out of or relate to my or my child(ren)'s participation in Middies Swim Team, to the greatest extent allowed by law.

By signing this release, I certify that I have read and agree to this release and I fully understand it and am not relying on statements or representations of any Released Party. Should I wish to exclude my child from any activity, I understand that I must notify the Program Director in writing.

Signature: _____ Date: _____

Photography Release Policy

I further grant permission to the YWCA of White Plains & Central Westchester to use photographs and/or videos of my child taken at the Middies Swimming program for publicity purposes.

By signing this release, I certify that I have read and agree to this release and I fully understand it and am not relying on statements or representations of any Released Party. Should I wish to exclude my child from any photograph, I understand that I must notify the Program Director in writing.

Signature: _____ Date: _____

Emergency Treatment Consent

In the event of an emergency, I _____ the parent of _____ give permission for immediate first aid to be administered by a qualified member of the YWCA staff or other authorized personnel. If the situation should require medical attention, the Middies staff will attempt to contact parent / guardians, as soon as circumstances permit, or the listed emergency contact person. The Middies Director or another staff member will call the designated physician and / or local emergency unit for treatment and / or transportation to a medical facility. A staff member will accompany the child to the hospital and stay with them until the parent / guardian arrives.

When a Middies swimmer becomes ill / injured and does not require emergency care, he/she will be monitored by the medical staff. Parents will be notified and the child will be dismissed to parental care.

I have read and understood this policy of the YWCA of White Plains and Central Westchester.

Parent / Guardian's Signature: _____ Date: _____

Participant's Physician: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____

Participant's Dentist: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____

Swimmers First Name: _____ Last Name: _____ Level: _____

Street Address: _____ City: _____ Zip: _____

Payment Options: The YWCA Middies Swim Team offers two payment options: (1) Pay in Full and (2) a 7- Month Installment Payment Plan for swimmers starting in September. A valid credit card is required in order to be eligible for the 7-month installment payment plan.

YWCA current program membership, and the USS Swim fee of \$66 must be paid with first monthly installment; full payment plan includes these fees. Payment schedule is as follows:

Level	Option 1	Option 2	
	Payment in Full	7 Monthly Payments	
	<i>(Includes Program Membership & \$66 USS Swim fee)</i>	First Payment <i>(Includes Program Membership & \$66 USS Swim fee)</i>	Payments 2-7
Future	\$ 2,122.00	\$ 454.00	\$ 278.00
Bronze	\$ 2,283.00	\$ 477.00	\$ 301.00
Silver	\$ 2,416.00	\$ 496.00	\$ 320.00
Gold	\$ 2,542.00	\$ 514.00	\$ 338.00
Junior	\$ 2,675.00	\$ 533.00	\$ 357.00
Senior	\$ 2,752.00	\$ 544.00	\$ 368.00

PAYMENT AGREEMENT: SWIMMER'S LEVEL _____

Paid-In-Full amount: \$ _____

Volunteer Opt-Out Fee (must be paid in full): \$ _____

Payment Plan Installment: \$ _____

Total enclosed: \$ _____

Please check payment plan option:

1. _____ I agree to make the payment in full for the Team Level above.

Payment is due by September 14, 2016.

2. _____ I agree to make the 7 monthly installment payments for the Level above of: \$ _____

First payment is due by Sept 14. Thereafter, payments will be due on Oct 12, Nov 12, Dec 12, 2016, Jan 12, Feb 12, Mar 12, 2017.

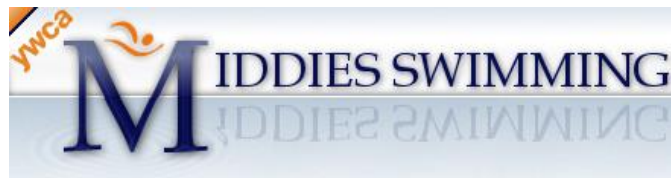
Please charge these payments to the credit card listed below.

CREDIT CARD INFORMATION

Cardholder's Name(Please print) _____ Signature _____

MasterCard / VISA / AMEX / Discover # _____ - _____ - _____ - _____ Expiration date: ____/____ CSV# _____

YWCA MIDDIES TEAM HANDBOOK



**eliminating racism
empowering women**

ywca

Middies Team Handbook updated July 26, 2016

Note: This handbook may be updated at any time during the course of the Middies Season.

YWCA MIDDIES PHILOSOPHY OF COMPETITION

The Middies Swim Team engages in a multi-level competitive program with United States Swimming and the Westchester Fairfield Swim League that, like our training program, attempts to provide challenging, yet success-oriented competitive opportunities for swimmers of all ages and abilities.

Our goal is to support the development of a well-rounded swimmer who exhibits good sportsmanship and treats all others with dignity and respect.

YWCA MISSION

The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

YWCA MEMBERSHIP

Membership at the YWCA supports the agencies programs and advocacy efforts that further our mission. Program membership fees are non-refundable and non-transferable. Membership fees offer pricing advantage for many classes, access to special events and activities and may be required for some programs.

Parent Partners are guardians of youth members. We welcome Parent Partners of our Middies Swim Team as part of the YWCA General Membership. Your support enables the YWCA to provide specific parent support services including alert messages for agency closings, pertinent email news, building access cards and notices of member events.

GENERAL BUILDING RULES

- Children ages 12 and under must be escorted into and out of the building by a parent/guardian.
- Patrons are expected to obey parking lot signs. Standing and Parking are PROHIBITED at the side entrance. 15 minute parking only is available in the top parking lot.
- Swimmers are urged to use a lock to secure their belongings in the locker rooms. The YWCA is not responsible for theft or loss of personal property.
- Showers may not be reserved.

GENERAL TEAM RULES & SWIMMER EXPECTATIONS

1. Middies emphasizes self improvement and goals. Winning ribbons, medals or trophies is not our main goal. Even if the swimmer finishes first, but has swum poorly for his/her own capability level he or she is encouraged to do better. The individual's improvement is our primary objective.
2. **Sportsmanlike** behavior is of **paramount importance**. Respect for officials, congratulations to other competitors, encouragement of teammates, determined effort and mature attitudes are examples of proper behavior expected by the Middies Coaching Staff and the YWCA. As recommended by USA Swimming, the YWCA has adopted an action plan to address bullying (see Appendix II)
3. Swimmers are taught to set realistic, yet challenging goals for meets and to relate those goals to practice to direct their training efforts.
4. Swimmers are prepared and encouraged to compete in all swimming events, distances and strokes. This policy promotes versatility and encourages the swimmer to explore his/her potential in the wide range of events offered in competitive swimming.
5. Electronic communication (see Appendix I for additional information) In general, electronic communications with coaching staff should generally be limited to email. Use of cell phones for calls or texting is discouraged unless there is a critical reason for reaching out to staff or parents.
6. Fees: The Middies Swim Team, is a full-year program. **Fees are not-prorated for returning swimmers.** New swimmers may be eligible for a pro-rated fee based on a winter, spring or summer start date.
7. Allergies/Medical Issues: Please inform coaches of any allergies and swimmer medical issues.

VOLUNTEERING

There is a direct link between swimmer success and the commitment level of their parents/guardians. Volunteering is the best way to show your child that you support them and their sport. We rely on the participation of all our members and have restructured our volunteer service requirements in alignment with other team programs. Volunteer hours may be completed at home or away meets. For families with multiple children on the team, hours will be based on highest level swimmer. Service hour requirements are outlined below:

Squad	Required Hours	Volunteer Opt-Out Fee (\$15/hour)
Senior	25 hours	\$ 375
Junior	25 hours	\$ 375
Gold	20 hours	\$ 300
Silver	15 hours	\$ 225
Bronze	10 hours	\$ 150
Future	10 hours	\$ 150

Note: At least 10 hours must be completed as time for all squads.

YWCA MIDDIES ATHLETE CODE OF CONDUCT

As an authorized representative of the Middies Swim Team, Metropolitan Swimming Local Swimming Committee (LSC), USA Swimming, and the Westchester Fairfield Swim League (WFSL), I will comply with the following guidelines.

General

1. It is expected that each Middie will behave properly at practices and meets. Coaches will not tolerate any fooling around and anyone exhibiting unacceptable behavior may be sent home from practice, scratched from a meet or subject to other disciplinary action.
2. Middies swimmers will not engage in any conduct that endangers the safety, health or welfare of themselves or others.
3. The rest areas, locker rooms, pool area and seating area must be left in a neat and clean condition at the conclusion of each practice and meet session.
4. The possession or use of alcohol, tobacco product or controlled substances by any athlete is prohibited.
5. Team members will attend all team functions including meetings, warm-ups, practices, competitions, meals, etc., unless excused or instructed by the coach of record.
6. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female locker rooms and no female athletes in male locker rooms.
7. Team members will refrain from any illegal or inappropriate behavior that would detract from a positive image of Middies Swimming, Metropolitan Swimming Local Swimming Committee (LSC), USA Swimming, or WFSL.
8. Additional guidelines for the team may be established from time to time as necessary by the coaches.

Meet Expectation:

1. Swimmers must arrive 10 - 15 minutes prior to warm-up to allow for the proper check-in and scratch procedures. Swimmers who arrive 15-20 minutes late or even worse run the risk of being scratched from that session and sent home. To remain professional and follow USA Swimming rules and guidelines, we will not leave swimmers in events and realize too late that their lanes will be empty.
2. Team members will wear team uniforms as specified by the coaching staff at all competitive meets.
3. As a matter of courtesy, all questions that a swimmer or parent may have concerning meet results, an officiating call, etc., should be referred to a Middies coach only. They in turn will pursue the matter through the proper channels.
4. Curfews established by coaches will be adhered to each day while out of town participating in Middies Swim Team activities.

Middies Swimmer (Print) _____ (Signature) _____ Date _____

I have reviewed this Swimmer Code of Conduct with my child.

Parent/Guardian (Print) _____ (Signature) _____ Date _____
(for children under 18)

YWCA MIDDIES PARENT EXPECTATIONS AND CODE OF CONDUCT

The YWCA Middies Swim Team is fortunate to have a dedicated group of coaches working to develop youth into better swimmers. These skills include time management, self-discipline, and sportsmanship. Your child will reap the benefits of swimming long after his/her participation with the Middies ends.

As parents, it is essential that coaching staff are given the respect and authority they deserve to run the swim team. The YWCA hires its coaches for that purpose and we appreciate your support of their efforts.

Conduct Expected of All Parents

- Set the right example for children by showing respect and common courtesies at all times to the team members, coaches, competitors, officials, parents, staff and for all facilities and other property used during practice or competition.
- Demonstrate good sportsmanship during all practices, competitions and team activities.
- Be an active participant in team activities and encourage and support your child by permitting them to be on time for practices and competitions.
- Recognize that Middies Swim Team coaches are professionals and allow them to coach your child without interference during practice and meets. Parents must not be on the pool deck during practice or competitions unless working in official volunteer capacity. It is vital that parents respect the deck restrictions at all times.
- Insist that your child refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, abusive or foul language, inappropriate sexual conduct, or any other behavior deemed dishonest, discourteous, offensive or disrespectful of others.
- If you have concerns, bring it to the attention of the Middies Coaching Staff or YWCA COO.

Basic Responsibilities.

- Practice teamwork with all parents, swimmers, coaches and staff by supporting values of Discipline, Loyalty, Commitment, and Hard Work.
- See that your swimmer is on time for practice and arrives on time for meet warm-ups.
- Maintain self-control at all times.
- Know your role: Swimmers – Swim / Coaches – Coach / Officials – Officiate / Parents – Parent
- Email coaches to discuss issues affecting your swimmer, practice or meets. (See Appendix I on electronic communications for further details.)
- Do not coach your child at practice or during meets, that is the coach's job.
- Do not interrupt or confront coaching staff on the pool deck during practice or meets.
- Trust and support your swimmer's and coach's decisions around goal-setting, training commitments, swim event entries, and meet schedules. Do not impose your ambitions on your child.
- Parents are expected to keep non-swimming siblings from running around on the deck or stands during practice, as this is a distraction and of safety concern. Non-swimming children shall be supervised by a responsible adult while participating in any USA swimming sanctioned activity
- Any questions about disqualifications, judging, etc. should be directed to your swimmer's coach.
- Get involved... be an official, help out – volunteer. Find something you enjoy and pitch in!
- Share the burden among parents by volunteering to help at Middies-hosted meets and be a timer at “away” meets.

Parents should understand that violating any of these expectations will put them at risk of expulsion from the team and forfeiture of any monies paid to-date.

Parent/Guardian (Print) _____ (Signature) _____ Date _____

DISCIPLINARY ACTIONS AND PROCEDURES

Notification: Violations of the Code of Conduct will be addressed in a way that is fair, impartial and consistent. YWCA staff will inform parents in a timely fashion about their children's violation(s) of the Code. Parents will be informed of those areas where their assistance is not only expected, but important to managing the behavior and actions that led to the violation of the Code. Parents will be informed through meeting with staff.

Remediation: In order to maintain positive learning and participatory environments at YWCA programs, at times the agency will outline a course of action designed to correct problem behavior, prevent another occurrence of the behavior and protect the target of the act(s). YWCA staff, in consultation with Program Directors and in some cases, senior administration, may recommend: supportive intervention, corrective instruction and/or other relevant learning experiences; behavioral assessment(s), behavioral management plans; and/or counseling. Parent conferences and meetings with specialized mediation/counseling personnel may be requested.

Confidentiality: The YWCA respects the privacy of our members and participants; information kept on each child is confidential including registration and contact forms, medical information and any other documentation that relates to a child's participation at the YWCA. No information is released without written consent of parent or as required by law.

Suspension from Program: Due to the YWCA's primary function in the delivery of voluntary education and athletic activities, the agency does not have the resources for long-term/extensive remediation processes and may determine that members with significant and/or repeated violations of the Code of Conduct will have their membership revoked and will be suspended permanently from the YWCA.

Public Conduct on YWCA Property

The purpose is to maintain public order and prevent abuse of rights of others. All persons visiting and or participating in YWCA sponsored public programs or programs sponsored by other entities at the YWCA must conduct themselves in a respectful and orderly manner.

APPENDIX I – ELECTRONIC COMMUNICATIONS POLICY

(based on USA Swimming Model Plan for Electronic Communications)

The YWCA Middies Swim Team 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 Middies Swim Team acknowledges the value of these methods of communication, we also realize that there are associated risks that must be considered when adults use these methods to communicate with other adults and with minors.

General Content

In general, communications from the YWCA are to parents and guardians. Direct communication with minors is discouraged and may be done only when parent/guardian is cc'd on correspondence. It is our belief that parents/guardians are working together with their athlete to share official team correspondence as needed.

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:

- 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 photos/pictures

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?" "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, 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, parents 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, parents and athletes should be considered a matter of record and part of the Middies' 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, parent and/or 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 Team 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 parents or athletes are not permitted to “private message” each other through Facebook. Coaches and parents or athletes are not permitted to “instant message” each other through Facebook chat or other IM method.

The YWCA and Middies Swim Team have official Facebook pages that athletes and their parents can “friend” for information and updates on team and YWCA related matters.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

Twitter

Best Practice: The Middies does not have an official Twitter page. The YWCA has an official Twitter page that coaches, parents and athletes can follow for information and updates. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

Texting

Subject to the general guidelines mentioned above for professional communications, texting shall be used only for critical communications.

Email

Email is the preferred method of electronic communication. Coaches may use email to communicate with parents and athletes. When communicating with an athlete through email, a parent, another coach or YWCA staff must also be copied.

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 through any form of electronic communication.

Appendix II: Action Plan to Address Bullying

(based on USA Swimming Model Policy)

Bullying of any kind is unacceptable at the YWCA Middies Swim Team and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The YWCA is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parent should know that incidents will be dealt with effectively. Anyone who knows that bullying is happening is expected to tell a coach, YWCA staff member or athlete/mentor.

Objective of the YWCA's Bullying Policy and Action Plan:

- To make it clear that the YWCA will not tolerate bullying in any form
- To define bullying and give members, staff, parents and participants 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 YWCA takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.
- Support a confidential process for any investigation of bullying.

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 section 304.3.7 defines bullying as 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:

- Causing physical or emotional harm to the other member or damage to the other member's property
- Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property
- Creating a hostile environment for the other member at any USA Swimming activity
- Infringing on the rights of the other member at any USA Swimming activity or
- 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:

- Speak with your parents/guardians
- Talk to a YWCA staff member
- Write a letter or email YWCA Middies or Administrative Staff
- Make a report to the USA Swimming Safe Sport staff

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate YWCA 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 use 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.
7. Emphasize an atmosphere of confidentiality.

If bullying is occurring, we find out what happened and support the children involved using the following approach:

Finding Out What Happened

1. **First, we get the facts.**
 - a. Keep all the children involved separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming and let interviewees know that all information is confidential to the extent permitted by law.
 - 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.
 - f. Investigations may be conducted by YWCA staff or other designated professionals such as a social worker.
2. **Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the USA Swimming definition of bullying
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
 - c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d. Once you have determined if the situation is bullying, support all of the kids involved.

Supporting the Kids Involved

3. Support the kids who are being bullied
 - a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.

- b. Work together to resolve the situation and protect the bullied child. The child, parents and fellow team members and coaches may all have valuable input. It may help to:
 - Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
4. Address bullying behavior
- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
 - b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - c. Work with the child to understand some of the reasons he or she bullied. For example:
 - Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - Other times kids act out because something else – issues at home, abuse, stress – is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
 - d. In consultation with internal and/or external youth development experts, the YWCA may determine to involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others.
 - e. Avoid strategies that don't work or have negative consequences. Zero tolerance strategies don't work. Suspending or removing from the team swimmer who bully does not reduce bullying behavior.
 - f. 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.
 - g. 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 other YWCA staff 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. 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.