



TEAM HANDBOOK INFORMATION

Team Handbooks are important to illustrate a number of policies and procedures. It sets clear expectations for behavior, communication, attendance, and other important aspects of being part of the team. This helps athletes and parents understand what is expected of them.

A Team Handbook must include:

- [MAAPP Policy](#) - may use USA Swimming template.
- [Codes of Conduct](#) for the following:
 - o Athletes
 - o Parents
 - o Staff
- [Bullying Policy](#)
- [Photography Policy](#)
- Media Waiver – you must create your own.

It is recommended that your Team Handbook also includes the following:

1. **TEAM 101** - Define your team and share your vision and expectations. It would be good to share your mission and vision from your strategic plan
 - Team Philosophy
 - Coach Expectations what can you expect from the coaching staff?
 - Facilities - if your club has different locations
 - Seasonal Structure – Short Course and Long Course
 - Time Standards – Understanding Motivational Time Standards
2. **Governing Organizations** – USA Swimming and LSC – Let your parents and athletes know they are a part of something bigger! It also helps parents understand why they have to have a USA Swimming Membership.
 - National Governing Body - (What is it) Link to Main USA Swimming Website
 - o USA Swimming Rule Book (link)
 - o Creating a member SWIMS account
 - Local Swimming Committee (LSC) - What it is and link to LSC Website
3. **Parent Role on Team** – Let your parents know what is expected from them.
 - Parent -Athlete Support - Practice guidelines if the team has any
 - Parent-Organization Support - Do you have service hours? Officials
 - Best way to support group coaches
 - Communication Plan
 - Highlight Long Term Development of Athletes (reference ADM)
 - Conflict Resolution



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4. **Athlete Role on TEAM** - Let your athletes know what is expected from them.

- Goals & Objectives for the Team,
- Practice Expectations - Required equipment, Practice Behavior
- Group Placement Philosophy and Communication
- Team Competition Philosophy
- How to enter meets
- Swim Meet Expectations & Procedures- What to bring - Competition Apparel, Suit Policy

Other things to perhaps include:

- Travel Policies
- Staff Directory, Scheduled Office Hours
- Medical Information
- Copies of Medical Information

Team Handbook Examples:

[SWIM MAC \(NC\)](#)

[Schroeder YMCA \(WI\)](#)

[Greater Somerset YMCA \(NJ\)](#)

[Bolles \(FL\)](#)

[Fishers FAST \(IN\)](#)

[CSP TIDE RIDERS \(OZ\)](#)