

HAMMERHEAD SWIM CLUB



TEAM POLICY HANDBOOK

Update August 2018

The current version of this handbook will be available on the Hammerhead Swim Club website, www.hammerheadswimclub.org. Updates of the handbook will be conducted as necessary by the Board of Directors.

ABOUT THE TEAM

Welcome to the Hammerhead Swim Club (HHSC). Our "home" is the Fredonia State Natatorium. **All rules pertaining to the pool we are swimming in will supersede the HHSC Rules.** HHSC is a United States Swimming (USA) sanctioned member of the Niagara District (NI) and the Niagara Swim League (NiSL). HHSC is a parent-run organization designed to instruct boys and girls 6 to 18 years of age in the four basic stroke techniques and condition them for competitive swimming.

USA SWIMMING

USA Swimming is the national governing body of the sport in the United States. All HHSC members are registered with USA Swimming. Each year this is where \$72 of your registration fee goes and is a requirement for all swimmers. Each swimmer receives an ID# in order to swim in the meets. The website for USA Swimming is www.usaswimming.org.

NIAGARA LSC (Local Swim Club)

USA Swimming is governed at the regional level by Local Swimming Committees (LSCs). Hammerhead Swim Club is a club member of the Niagara Swimming LSC which covers the western half of New York State; it is one of 59 LSCs in the country which composes USA Swimmers. The website for the Niagara LSC is www.niagaraswim.org.

GOALS

1. Provide a safe, enjoyable atmosphere for swimming
2. Nurture each swimmer's interest in the sport of swimming
3. Maximize each swimmer's potential as a competitive swimmer according to that individual's own goals
4. Develop a program of instruction in swimming, coordinated from year to year to promote steady progress in competitive swimming, and build an organized club.

MISSION

To be a family-oriented, *competitive* swimming team that seeks to develop the swimming and life skills of children and young adults in a positive, exciting environment that builds self-esteem, self-worth, and self-confidence.

To help young people develop and reach their athletic and life goals, by providing a positive, energetic atmosphere that encourages team spirit, respect for others, determination, discipline, hard work and enjoyment.

To continually grow and improve our organization by building on our strengths and strengthening our weaknesses.

THE SWIMMERS

For competition, the swimmers are divided into boys and girls and broken into 5 basic age groups.

8 & Under 9 to 10 11 to 12 13 to 14 15 to 18

They will be instructed in the four (4) strokes.

Free Style (American Crawl) Breaststroke Backstroke Butterfly

The Swimmer will be taught all these strokes over the course of the swim season, and compete at their level of skill. They will also learn the fun of setting goals and achieving them. Each swimmer will have the option to purchase a team swimsuit to be worn only at the meets. It is advised to have an old suit for practice and use swim goggles.

The club recommends that each swimmer attend practices assigned by the coach on a consistent basis. This will enable them to attain a basic level of skill and conditioning.

Swimmers are expected to be on time for practices. This means swimmers need to be ready and willing to swim.

Swimmers are expected to cooperate with the coaches. Their best behavior is expected at all times. Swimmers should bring a positive attitude to all practices and meets.

Swimmers are expected to abide by these rules:

1. Practice

- Must be on time and ready to practice.
- Swimmers must supply their own practice swimsuit and goggles.
- Swimsuit must be of the proper type and in good taste in accordance with USA Swimming guidelines.
- Proper conduct at all times.
- Foul language will not be tolerated.
- If a swimmer needs to leave practice early, a signed written note from the parent/guardian is required, (text or email is acceptable, prior to practice).
- Always show respect to all locker rooms and pool areas, as well as equipment and others.
- Swimmers are expected to cooperate with the coaches at all times.
- Swimmers should bring a positive attitude to all practices and meets.

- The use of drugs and/or alcohol is prohibited at all times

2. Swim Meets

- Swimmers must report on time for warm-ups and check in with the coach.
- All USA Swimming rules will be in effect.
- Proper sportsmanship must be displayed at all times.
- Swimmers should make contact with a coach after the completion of each event during meets.
- Swimmers must notify the coach by the due date to be entered into that meet.

THE PARENTS

THIS IS A PARENT-RUN CLUB. There are many activities that need to be done. We ask that everyone gets involved. Remember, this is your club. You run it so your young athlete can learn new skills and values, and achieve their own goals. The club will conduct parent meetings throughout the season. You should plan on attending. They are informal and informational. This is one good way to find out what is happening in your club and have your questions answered.

If a problem should arise that you feel can't wait for the next meeting or is personal, then see the club President or any board member. We are always willing to listen and can resolve most issues immediately or take your questions or concerns to the coach after practice. **Please do not disrupt the practice by trying to talk to the coach.** You may also take your concerns to the coach/board liaison or another board member.

Parents are expected to abide by these rules:

Practice

- It is the parent's responsibility to make sure child/children arrive at the pool area on time. Be on deck, dressed and ready to enter the water at 6:15 PM.
- It is the responsibility of the parent to pick up their child/children after practice from the pool area on time. **Parents should be at the pool by 7:45 PM.**
- Do not interrupt the coach during practice.
- Parents are not permitted on deck during practice.
- If a concern arises with the coach, notify a board member.
- Parents are always welcome to watch, provided they conduct themselves in a proper manner.
- Parents must be respectful to the coach(es), other parents and swimmers.
- The use of drugs and/or alcohol is prohibited at all times.

Swim Meets

- Proper Sportsmanship must be displayed at all times.
- No foul language.
- All parents are required to participate at swim meets (e.g. timers, set up/clean up).
- Parents must be respectful to the coach(es), other parents and swimmers.

THE COACHES

The Coaches are certified in the Red Cross Lifeguarding and Water Safety courses, and also the USA Coaches Certification program. All coaches undergo periodic background checks and certifications per USA Swimming requirements.

They are all very talented and dedicated to the sport of swimming. They have many years of competitive swimming experience. Teaching and practice routines are second nature to them. They will be stressing goal-setting and good sportsmanship along with stroke development and conditioning.

The coaches' job is to supervise the entire competitive swim program. The HHSC coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself.

For this purpose, the coaches are responsible for all matters affecting training and competing, including:

1. Placing swimmers in practice groups – This is based on the age and ability level of each individual.
2. Stroke instruction and the training regimen – Each group's practices are based on sound practice and geared to the goals of each group.
3. Decisions concerning in which events a swimmer competes for NSL dual meets.
4. Conducting and supervising the warm-up procedures for the team during meets – After each race, the coaches will offer constructive criticism regarding the swimmer's performance (*it is the parents' job to offer love and understanding regardless of their swimmer's performance.*)
5. The building of relay teams for meets.

The HHSC coaches are constantly updating and improving the program. It is the responsibility of swimmers and parents to make the most of the excellent opportunity this program provides for success in swimming.

Coaches are always willing to discuss any problems that may arise. Parents should contact them prior to any discussion to set up a time to meet. Please do not interrupt practice time to talk with coaches on deck. You may also take your concerns to coach/board liaison or another board member.

Coaches are expected to abide by these rules:

Practice

- Must report to practice on time and with practice swimming agenda.
- Proper attire
- Must be attentive to swimmers at all times.
- The use of drugs and/or alcohol is prohibited at all times

Swim Meets

- Proper Sportsmanship must be displayed at all times
- Must be at the meet at least one-hour before start time.

THE PRACTICES

The practices are held in the SUNY Fredonia pool from 6:00 to 7:45 PM Monday through Friday, unless otherwise noted.

DO NOT leave your swimmer until you are sure that they are safely in practice, and pick them up promptly when practice is over. We will not be responsible for anyone not arriving or being picked up in a timely fashion. The actual practice may vary from day to day, depending on what the coaches want the swimmers to achieve.

Each practice has a structure that the coach has laid out. To achieve the maximum results the swimmer should plan on attending the total workout. **If a swimmer is going to be late, PLEASE let the coach know ahead of time OR bring a note from a parent. Also, we recommend that the swimmer bring a note from their parent to leave early.**

HHSC TRAINING GROUPS

Any child 6-18 years of age may join the Hammerhead Swim Club subject to the following:

- Swimmer must be able to swim one continuous length of the pool using freestyle stroke. Ability and/or knowledge of other three strokes (back, breast, butterfly) are helpful and encouraged.
- The swim team is not intended to be a substitute for swim lessons.

Level 1

For induction into this level, the swimmer must be 6 years old and able to swim 1 lap (25-yards) of the pool of either freestyle or backstroke. The emphasis of this group is: to promote pool safety- introducing important concepts of practicing in a competitive program; learn good breathing technique; and to develop basic swimming mechanics for drills used in subsequent competitive swim levels. Freestyle and backstroke will be taught, with their appropriate starts and turns; as well as an introduction to breaststroke and butterfly kicking. **Competition is encouraged (2 meets minimum) at this level.** At least two, 45 minute practices per week are recommended. Five, 45 minute practices are offered weekly. Session 1: 6:15 – 7:00 and Session 2: 7:00 – 7:45. **In the event of a large number of level 1 swimmers the group will be split into two sessions. HHSC will try to honor all requests in the order that they are received. Please note that it may not be possible to honor all requests.**

Competitive Swimming Level 2

This group will learn various swimming drills for all four competitive strokes that will be used throughout the competitive program. A major emphasis on stroke technique is maintained around 95% so the young swimmer develops proper stroke mechanics and proper starts and turns for all four strokes. The periodic

use of swimming fins and pull buoys will assist the swimmer in developing proper technique.

Competition is encouraged at this level (3 meets minimum). The first step in the IMX Challenge is IM Ready (or IMR). To get "IM Ready," swimmers compete in a series of five events at shorter distances. At least three, 45 minute practices per week are recommended, or a combination of sessions to equal 135 minutes per week, minimally. Ten, 45 minute practices are offered weekly (in two sessions). Session 1: 6:15 – 7:00 and Session 2: 7:00 – 7:45. **In the event of a large number of level 2 swimmers the group will be split into two sessions. HHSC will try to honor all requests in the order that they are received. Please note that it may not be possible to honor all requests.**

Competitive Swimming Level 3

Technical training remains at the forefront with this level while interval training is designed for swimmers to develop their endurance training. Training is planned to accommodate individual goals and includes a dry-land training program. Advanced swimming drills in all four strokes will be taught as well as an increase in kicking and pulling sets. **Swimmers will compete at several meets throughout the season.** Athletes at this level are encouraged to complete their IMX in their age group. At least three, 1.5-hour practices per week are recommended. Five, 1.5 hour practices are offered weekly. Swimmers are encouraged to participate in a summer athletic program.

Competitive Swimming Level 4

Technical training is maintained throughout this level in conjunction with interval training; developing pace strategies in practice will encourage the swimmer through more difficult swim sets, as well as prepare for races during swim meets. Training is planned to accommodate individual goals and includes a dry-land training program. **Swimmers are required to compete at numerous meets throughout the season.** Athletes at this level are encouraged to complete their IMX in their age group. A minimum of three practices per week is required. Five, 1.5 hour practices are offered weekly. Swimmers at this level are encouraged to participate at the High School Level and in a summer athletic program.

OUTLINE OF GROUP ADVANCEMENT

The following is a list of criteria the Head Coach will use as general guidelines when moving a swimmer into a different practice level.

- Attendance: Has the swimmer reached recommended attendance level in his or her group? Is he or she willing to increase his or her commitment?
- Technique: Is the swimmer's technique strong enough to maintain during initial training or when training is increased?
- Age: Does the swimmer fall into the age parameters of the group?
- Pace Clock Skills: Does the swimmer know pace clock skills to be able to perform sets properly at the next level?
- Conditioning: Is the swimmer in proper condition for the appropriate swim level?

- **Maturity & Responsibility:** Does the swimmer demonstrate readiness and determination to advance to the next level of training? He/she must also present strong work ethic as well as show proper attentiveness, respect and response to constructive feedback and coaching.
- **Completing IMR/IMX age group goals.**

IMR and IMX Events

Hammerhead Swim Club has participated in **USA Swimming’s IMX program** for the last couple of years, and it has become a valuable “measuring stick” for each of our athletes. The purpose of the IMX program is to **promote versatility** in age group swimming while advocating **greater participation and development** across a range of events that are integral to long-term success in the sport of swimming. By encouraging swimmers to swim in a variety of events, we hope to avoid the tendency of swimmers to specialize in a narrow selection of events at a young age.

As successful as the IMX program has been across the country, some of our swimmers have been unable to achieve an IMX score because they didn’t feel they were ready to compete in some of the harder, longer events in the IMX program. As a result, **USA Swimming has expanded the program, and broken it into two levels: IM Ready (IMR) and IM Xtreme (IMX).**

You may be asking, **“How does this program work, and what is the difference between IMR and IMX?”** In both programs, swimmers must complete a program of 5 or 6 events of different distances and strokes. Each event is scored using USA Swimming’s Power Points, and then the scores are totaled, giving the swimmer an overall score.

For the **IM Ready (IMR) program**, there are a series of five (5) events at shorter distances (compared to the IMX program) that the swimmer must achieve.

10 & Under’s

100 free, 50 back, 50 breast, 50 fly, 100 IM (200 IM for long course)

11-12’s

200 free, 50 back, 50 breast, 50 fly, 100 IM (200 IM for long course)

13-18’s

200 free, 100 back, 100 breast, 100 fly, 200 IM (200 IM for long course)

Upon completion of the **IM Ready (IMR) program**, swimmers will be ready to “graduate” to the next level, the **IM Xtreme (IMX) Challenge!!** This program consists of five (5) or six (6) events at longer distances.

10 & Under’s

200 free, 100 back, 100 breast, 100 fly, 200 IM

11-12's

500 free (400 free for long course), 100 back, 100 breast, 100 fly, 200 IM

13-18's

500 free (400 free for long course), 200 back, 200 breast, 200 fly, 200 IM, 400 IM

Our goal at HHSC is to have every swimmer who competes in meets to achieve an IMR and/or an IMX score this season. Entries for the free league meets will be done with these programs in mind, meaning every swimmer that signs up for a meet will be put into the IMR or IMX events. Once a swimmer has achieved their score, they will be able to be more selective in which events they swim in meets.

Deck Pass

One fun way to keep track of your IMX score, meet results and goal times is to use USA Swimming's **Deck Pass** program. Deck Pass allows swimmers to earn virtual patches for a variety of swimming accomplishments as well as automatically keep track of best times and IMX rankings. There is a place to set goal times for each event, and you may connect with your teammates and coaches who are also using Deck Pass. It's easy; go to: www.usaswimming.org and create a free account. Begin earning fun patches and stay in touch with your goals and results! There's even a mobile application. If you have any questions about the program, please refer to the Deck Pass FAQ page.

THE MEETS

Each season the Niagara Swim League schedules our dual/tri swim meets. The number will vary from year to year. The club must participate in them. Each swimmer **is required** to swim in at least one of the dual meets if they want to swim in the Championship Meet at the end of the year. The dual/tri meets are at no cost to the swimmer.

The Championship Meet is hosted by the Niagara Swim League. The swimmers must qualify for specific times to be eligible to swim in this meet. Times will be posted during the swimming season. It is a wonderful goal for beginner swimmers to achieve these times.

The dual/tri swim meets are usually held on Saturday mornings. The club will post the times and dates soon as soon as they are known. Always check your email.

Meets begin with a swimmer warm-up period followed by the events. There sometimes is a break about mid-way through. The meets last between 3 to 4 hours. Car-pooling is always available for swimmers whose parents can't attend.

It is best to wear light clothing, as the pool area can get quite warm. Even in the dead of winter, do not overdress for the pool area. Layers are recommended.

Each meet will consist of various events. All strokes are represented along with various relays. These events are based on the age levels.

Example: Event #1 Girls 13 to 14 200 yard Free
 Event #2 Boys 13 to 14 200 yard Free

Open swim meets are another option for the swimmer. These meets are available to the swimmer with a fee attached. In most cases, our coach will be going to these meets and the swimmer has many events to choose from. These meets have deadlines for entering, so the information will be sent out via email with a response date attached for entering. There are slight deck and event fees associated with these meets, that is the responsibility of the parent/guardian to pay for. These meets are usually longer in length and sometimes take place over 2 days. These meets include wonderful competition from the surrounding areas.

COMMUNICATION

For your club to operate smoothly, a constant line of communication is always available. If a problem or concern occurs, see any of the club's board of directors. Don't wait; see someone as soon as possible. Facebook and the Remind app will be the club's main form of communication.. We will also use email, regularly.

Cancellations of practice or meets: If a meet or practice is cancelled, you will be informed by e-mail and/or text alert. If a practice is cancelled, there will also be a sign on the outside door to the SUNY Fredonia natatorium (pool building) indicating that it is cancelled. We will make every effort to give you as much advance notice of cancellations as possible.

Never leave your swimmer until you know for sure that there is a practice or meet on a given day.

- **Website** - The team website is www.hammerheadswimclub.org which contains the calendar, meet entry forms, meet directions, time standards, newsletter, meet results, meet schedules, contact information, forms and other links, and other helpful information. We encourage you to check the website often. Please note that the website is not updated daily, therefore the most current information will always be sent via email.
- **Facebook Page** - Please like our new Facebook Page. You can find listed as **Hammerheads Swim Club**. Be sure to set your notifications to receive all updates first, as we will be utilizing this page more frequently throughout the season.

- **Email** – This is a primary form of information sharing for HHSC. Announcements, meet forms, reminders etc. are all sent via email. Please provide us any email addresses you would like on your registration form.
- **REMINDE Text Alerts** – Send a text to 81010 with the message @hhsc2018 to subscribe.
- **Calendar** A calendar with meet dates, special team events, days we do not have the pool, and other helpful information will be distributed. Please check the website calendar and Facebook page for updates.
- **Bulletin Board** Check out the bulletin board located above the staircase leading down to the pool for announcements.
- **Board of Directors** Board members will assist the team in communication, fundraising information, registration, orders, etc. They will also help in any communication with the new team members in helping them get involved with the team.
- **Parent Meetings** Held periodically throughout the season to meet with the Board of Directors and Head Coach to communicate upcoming events or seasonal issues.

Electronic Communication Policy

PURPOSE

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

GENERAL CONTENT

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

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

- 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; and
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

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

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

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

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

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of HHSC. 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,SNAPCHAT , BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend" after the date of 1/31/13. After this date a coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Any Coach and Athlete that were "social friends" before 1/31/13 may remain friends if they wish but must adhere to all other rules. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook, chat or other IM method.

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

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

TWITTER

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

TEXTING

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

EMAIL

Athletes and coaches may use email to communicate. When communicating with an athlete through email, a parent, another coach, or a board member 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.

*** This policy applies to any social media contacts after the date of 2-18-13

PROGRAM FEE & FINANCIAL OBLIGATION POLICIES

The season runs approximately 24 weeks for all swimmers, running from September to March. **Due to space limitations and swimmer safety participation will be capped at 85 swimmers.**

Program Fees:

All swim levels are all charged the same rate.

All payments should be made using cash or check made payable to “HHSC”.

2017 - 2018 Rates

- **Full Membership \$450**
Payment may be made in full at registration or \$225 paid at time of registration and the balance of \$225 paid by November 1st. The full membership fee is charged for all members joining at any time before January 1. After January 1 the membership fee will be \$225 for the remainder of the season.
- **Friends and Family Sponsorship**
To offset what we used to make at our weekend long Regional Qualifier, a new policy has been set in place. Now, all swimmers will be required to raise \$50 through a friends and family sponsorship. During the first week of practice, swimmers will receive an official envelope used to collect their funds. Swimmers can accept cash or checks made payable to HHSC. Should a family desire to opt out of soliciting friends and family for this sole club fundraiser, they may simply choose to buy-out and add an additional \$50 to their registration. There is a family cap of \$100, for the first two swimmers of the family.
- **Referring Family Rebate**

Any returning family that refers a new family to the team will be eligible for a \$50 rebate per swimmer, (max: \$100) per referral for the new swimmers, with no limit on the amount of new members the existing family can refer. The rebate will be paid in early December if the following criteria has been met:

- ✓ The swimmer(s) stays past the 30 day trial.
- ✓ The registration is paid in full.
- ✓ The “referring member” line on the registration form was completed at the time of the initial registration.
- ✓ The new swimmer(s) is a full paying member(s) and is not joining under the sibling discount provision.

***This is the only discount offered to members; it is no longer financially possible for the club to offer discounts to high school swimmers.

This rebate is for Hammerhead Swim Club only, and DOES NOT apply to the Learn to Swim program

- **Sibling Discount**

Full price is paid for the first two swimmers. Each additional swimmer pays a \$100 fee in full at time of registration.

- **30 Day Trial**

Payment is a non-refundable deposit of \$115 for each swimmer.

The swimmer must not have been a Hammerhead swimmer in the past.

The swimmer may not use more than one 30 day trial period.

At the end of 30 days, you have two options:

- 1. You decide the club is not for you and you wish to discontinue. We appreciate that you gave us a “test drive”. The \$115 deposit you made is non-refundable.
- 2. You decide the club offers an interesting challenge, and your child will continue. Inform any board member of your wishes to stay with the club. The initial deposit of \$115 will go toward the yearly cost.

There will be one 30 day trial period offered:

September 11 – October 20, 2017

**The balance of \$325 is due 10/20/17.

Once your child decides to join the club, the child cannot compete in any meets until he/she is registered with USA Swimming, which takes about two weeks.

- **Relay Fees**

The costs for relays will be paid for by the club. Relay teams will be established by the coaches. If you fail to show up for a relay you will be responsible to refund the club \$12.00 for the lost relay fee. Should payment not be made as invoiced, swimmer will not be allowed to register for subsequent meets and or

seasons until obligation is satisfied through payment of invoice. Payments may be made payable to "HHSC" and directed to the Treasurer.

- **Prorated Fee**

A prorated fee may be considered on a limited case-by-case basis requiring approval by the board of directors, but is not guaranteed. A late start does not create a reason for proration. The following reasons do not justify a fee proration: participation in another sport, High School swimming, illness, vacation, or camps.

REFUND/TERMINATION POLICY:

Temporary or permanent termination from the program will not result in a refund of membership fees except under two conditions.

- If a swimmer is injured and unable to swim per a physician's order, a prorated refund will be allowed provided written notice is provided to the treasurer by the treating physician.
- If a family moves to another geographic location provided 30 day written notification is provided to the treasurer a prorated refund will be allowed.

Temporary or permanent termination for any other reason (illness, vacation, personal preference not to continue with the program, suspension or expulsion due to swimmer's actions, among other reasons) does not qualify for a refund of any kind.

TEAM FUNDRAISER

Each season, if deemed necessary, the board of directors will select a fundraiser to administer with the purpose to support the team's budget and to help keep costs of the team participation manageable to team members. Each swim member will be required to participate in the fundraising event at a minimum level to be established for each current season. Each member may "buy out" of the fund raising effort by simply writing a check to "HHSC" as an alternative to participating in fundraising but still satisfying the minimum fundraising level per member. The "buy out" amount will be established for each fundraiser.

GENERAL POLICIES

Sportsmanship and mature conduct are qualities expected of all team members in and out of the pool. Discourteous behavior, bullying, foul language, use or possession of illegal drugs, alcohol, or tobacco products, destruction of property, or any other conduct which could be interpreted as injurious to the group or individual will not be tolerated. Violations may result in suspension from one or more practices or meets or permanent dismissal from the team. Dismissal will require a vote by the Board of Directors.

FAMILY CODE OF CONDUCT

As a parent/guardian of a swimmer and member of the Hammerhead Swim Club, I will abide by the following guidelines:

- I will practice teamwork with all families, swimmers and coaches by supporting the values of discipline, loyalty, commitment and hard work. Setting the right example for our swimmers by showing respect and common courtesies at all times to the team members, coaches, competitors, officials, families and for all facilities used during practice or competition will be my priority.
- As a parent/guardian, I will not coach or instruct the team or any swimmer at practices or meets or interfere with coaches on the pool deck as they work.
- I understand that in accordance with USA Swimming rules, parents are expected to remain in the spectator area and off the immediate competitive deck unless they are working the meet in an official capacity.
- If I have concerns, I will address the coach liaison or board member in private.
- I will enjoy involvement with the HHSC Swim Team by supporting the swimmers, coaches and other families with positive communication and actions.
- During competitions questions or concerns regarding decisions made by meet officials should be directed to a member of our coaching staff. I will only address officials via the coach.
- I will share the burden among families by volunteering to help at swim meets our club hosts and when our team is required to help at non-hosted meets.
- I will be an active participant in all fundraising events and other team activities.
- I will encourage and support my swimmer by permitting time for practices and competitions.
- I will support my swimmer in making the minimum number of practices per week (3 suggested minimum, but no less than 2) plus as many swim meets as feasible. Participation in season league meets is required and attending other invitational meets as scheduled is encouraged.
- I will ensure my swimmer abides by the established behaviors and responsibilities outlined by the Swimmer Code of Conduct.
- I will focus on my swimmer's efforts and performance in a positive manner and encourage my swimmer to train and compete to the best of their ability and most importantly have fun.

SWIMMER CODE OF CONDUCT

All Swimmers participating on the Hammerhead Swim Club will agree to a Swimmer's Code to Conduct. This includes:

RESPECT

- Follow coaches' instructions. Each swimmer is expected to begin and end swim sets as directed. If a swimmer behind you is on your feet, at the wall, it is expected you will allow them to move ahead of you.

- During lap swims do not leave immediately after the person in front of you. Always wait 5 seconds between each swimmer unless directed otherwise. For lap swims start swimming down the right side of the lane, and then swim back on the left side of the lane.
- It is expected that you will treat your fellow swimmers and coaches with respect in the water and in the locker rooms. This includes being a role model and helpful to younger-aged and/or new team members.
- For any disruptive behavior in the locker rooms the swimmers involved will receive one warning. A second disruption will result in the loss of locker room privileges for two weeks. A third incident will result in loss of membership for the remainder of the season.
- There is zero tolerance on this team for any behavior that is dangerous, spiteful, disrespectful, or hurtful. Use of profanity, name calling, bullying or racial remarks is strictly prohibited.
- Swimmers are to respect the property of others including that of facilities used by the team and that of fellow swimmers. Swimmers are to treat facilities and others property as they would their own. There is zero tolerance for damaging property, stealing or otherwise defacing property.
- The team holds a zero tolerance policy for public displays of affection during any sessions or activities sponsored by the team. Additionally, there is zero tolerance for sexual advances, either physical or verbal of any kind, by any member of the organization – swimmer, coach, parent or other volunteer associated with the team.

SELF-CARE

- Take care of your bodies. It is the swimmer's responsibility to maintain his/her physical self during the season. This means getting enough sleep each night, eating healthy food and stretching.

POSITIVE ATTITUDE

- Maintain positive attitude for the sport, yourself, your fellow swimmers and coaches. Swimming is greatly affected by your attitude.

MINDFUL WORK

- Each Swimmer is expected to thoughtfully approach all activities.
- If the coaches give you a technique or adjustment for your strokes, it is expected that you will adjust your stroke or technique. It is expected that you are on the team because you want to improve your swim times. This takes hard work and perseverance over a swim season. If you have something you want to work on, or have a question, it is the swimmer's responsibility to speak to the coaches. They want to help, so seek them out if you have a particular need you feel isn't being met.

ATTENDANCE

- Demonstrate excellent attendance. It is expected all swimmers will attend at least 3 practices per week and will complete the full practice session. If you miss a practice, you miss out. Keep your absences to a minimum so you can benefit from all that is offered and improve. Dedication and a positive mindset are important to the sport of competitive swimming.

- The team realizes illness and extenuating circumstances arise. Please communicate expected absences with your level coach.

SPORTSMANSHIP

- It is the team expectation that whether you win or lose your race, or are disqualified, you will do so with grace and respect for your competitors.
- This means saying 'good race' to the person in the lane next to you and even shaking their hand at the end of the race. It means saying 'good luck' before the race to your teammates and competitors. It means cheering your team on during races. It means swimming the events selected for you by the coaches without complaint and whining.

BULLYING

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

The complete ACTION PLAN TO ADDRESS BULLYING can be found on the Hammerhead Website and should be reviewed by all swimmers and families.

COACH COMMUNICATION AND RELATIONS

Swim Team communication gaps occur when parents feel more comfortable discussing their disagreement over coaching philosophy with other parents rather than taking them directly to the coach. This approach will never solve the problem and may lead to new problems being created. Try to keep foremost in your mind that you and the coach have the best interest of your child at heart. If you trust that the coach's goals match yours, even though his or her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue. Listed below are some guidelines for a parent raising concerns with a coach.

- Schedule a meeting with the coach and coach liaison. A meeting with just one individual can result in misunderstanding. The coach liaison or board member will be required to attend meetings that address swimmer concerns.
- Do not approach the coach on deck at a swim meet or during scheduled practice. Remember, the coach is responsible for other swimmers as well as your child and cannot possibly give you the attention you deserve and the swimmers the attention they require at the same time.
- Keep in mind that the coach must balance your perspective with what is best for your child and with the needs of the team or training group with which he/she is training. On occasion an individual child's interest

may need to be subordinate to the interests of the group; however, benefits of membership in the group will eventually compensate for any occasional short-term inconvenience.

- If your child swims for an assistant coach, always discuss the matter first with that coach following the same guidelines above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head coach to join the dialogue as a third party.
- Should another parent use you as a sounding board for complaints about the coach's performance or policies encourage the parent to speak directly to the coach.

GRIEVANCE POLICY

The Hammerhead Swim Club recognizes that issues arise in a team, and that issues need to be addressed in a professional and positive manner. To achieve this, HHSC has set in place a two-stage process:

1. Verbal Discussion: Often a matter can be resolved by direct communication. Parents are encouraged to contact the Head Coach or a HHSC Board Member for an informal discussion. Many concerns can be swiftly addressed before an issue arises.
2. Board Discussion: If, after verbal discussion, a situation remains unresolved, the issue may be formally documented, in writing, and addressed by the HHSC board. Every effort will be made at this stage to find a mutually agreeable solution.

In the unlikely event that a solution cannot be agreed upon, and results in termination from HHSC, a refund will not be considered as noted in the Refund/Termination section on page 13.

PARENT ADVISORY BOARD OF DIRECTORS

The Hammerhead Board of Directors consists of 7 elected members. Election of officers occurs at the annual membership meeting each March. The current members' names and contact information are also listed on the team website at www.hammerheadswimclub.org

MARIEANNE FABIANO – PRESIDENT/TREASURER

LISA FORTNA – VICE PRESIDENT

ERIN HELLWIG – SECRETARY/SPONSORSHIPS

BRYAN FABIANO - BOARD MEMBER/MEDIA COORDINATOR

LYNETTE TRUBY – BOARD MEMBER/LEARN TO SWIM COORDINATOR

ANN MASOOD - BOARD MEMBER/ REGISTRAR/ HISTORIAN

CARL ROTH - BOARD MEMBER