

# **DOLPHIN-LASER SWIM TEAM POLICIES**

For you and your child to have the best experience possible, it is important to have open communication between the coach, parent and swimmer. The coach will always try to do what is best for the swimmer and team. Policies have been established to give the Dolphin-Laser Swim team the guidelines necessary to create an educational, supportive and safe environment. If you have any questions or conflicts with the policies please call the coach.

## **1. GENERAL POLICIES**

- a. A swimmer will be dismissed from activities for drug or alcohol use, improper language, stealing and/or fighting.
- b. A coach may dismiss swimmers from activities if he or she disrupts and/or limits the performance of another swimmer.
- c. The coach will treat you and your child with respect and expects the same from the Dolphin-Laser swimmer and parents.
- d. When wearing any item representing the Dolphin-Laser Swim Team, the member should remember that his/her actions and words reflect on the team. Therefore he/she should act accordingly and show respect for the Dolphin-Laser Swim Team.
- e. Any damage to facility or equipment caused by a swimmer or his/her family must be paid for by the swimmer or his/her family.
- f. Swimmers are asked to come prepared with the proper attire. Proper attire is defined by: a swimsuit that is conducive to training, goggles, fins, and long hair in ponytail or cap. Senior swimmers equipment also includes paddles, bouy, kickboard, and centermount snorkle.
- g. If you have a problem with the training of your swimmer please take it up with the coach that trains your swimmer, if this is unsatisfactory please contact the head administrators, Keith McAfee or Tay Stratton.
- h. Please be considerate of coaches "off hours" and contact them during office hours unless it is an emergency. Please use office phones over personal phones.

## **2. WORKOUT POLICIES**

Workouts are the coaches time to teach athletes more about the sport of swimming, self esteem, respect, and team work. The following policies are in practice to help us achieve our goal:

- a. All swimmers must be picked up promptly after his/her activity has been completed.
- b. The Coach is not responsible for swimmers before or after the scheduled activity.
- c. Swimmers are not allowed to enter the water prior to workout unless a parent is in the pool area with him/her.
- d. The coach will decide when the swimmer is ready for the next level based on the swimmers strength, technique, endurance and mental readiness.
- e. If an agegroup or developmental swimmer needs to leave practice early he/she must bring a signed note or parents send an email excusing them from practice.
- f. If there is a medical reason why you feel your child may need to be excused from practice, please send a note.
- g. Locker room privileges for the entire team can be revoked due to misconduct by any team member.
- h. The coach should not be interrupted while on deck. If you have any questions please contact the coach before or after workout.

- i. Swimmers must be dropped off and picked up within 15 minutes of practice. If you will be late picking up your child, they may wait in the pool area (not the locker room).
- j. Swimmers are responsible for picking up their equipment and items they used during practice.

### **3. LOCKERROOM POLICIES**

Swimmers must realize that locker rooms are for all the facility use. Because training groups finish at the same time, this can create quite a strain on the locker room facility.

- a. Swimmers at the LRRC are asked to use the changing room and the bathrooms down on the pool deck.
- b. Swimmers are not allowed to change in the bathroom stalls. The changing rooms in the locker rooms may be used if needed, however, changing rooms are provided at the pools and should be used first.
- c. You must take your clothing, bags, books, etc. with you to the pool. The locker rooms must be kept clean. Items left unattended in the locker rooms will be put with lost and found.
- d. The Sauna, Steam Room and Hot Tub are all for the use of members who are fourteen and older. The rules are posted in each locker room.
- e. Please do not take home Athletic Club or Racquet Club towels. If you use a towel, put it into one of the hampers when you are finished.

### **4. WATCHING A PRACTICE**

The Dolphin-Lasers have an open door policy for all practices and encourages parents to observe practices periodically. Through the years we have noted several parents become workout partners, carpoolers, and best friends just from the time they share during practice. Some will-organize socials, file ribbons, and have helped with administrative needs during the practice sessions.

When you do watch a practice we ask a few things from you:

- a. Sit on the side of the pool and not close to the start end.
- b. Do not coach your child during practice; this distracts and contradicts the coach's job.
- c. Do not coach your child when they come home; this is a sure way to create pressure and confusion.
- d. Do not talk to the coach during practice.
- e. If you have questions or comments talk to the coach after practice or by e-mail, or by phone during office hours.
- f. Discuss all disciplinary problems and training concerns with your athletes primary coach first. If you feel this will not resolve the matter take the issue to the head coaches, Coach Keith or Coach Tay.

### **5. NON-MEMBER of LRAC or LRRC POLICIES**

We are fortunate to be able to have Dolphin- Lasers that are not members of the LRAC or LRRC. We appreciate all members and non-members following the below rules so we may continue with this privilege.

- \* Swimmers that are non-member may only use the club during designated practice times and team functions. They are only to use the designated area.
- \* Family members are not allowed to use the facility. A guest pass may be purchased.
- \* Payment will be automatic draft through bank or credit card. Your statement will be sent from the Little Rock Athletic Club.

## 6. WEATHER POLICIES

### *DEVELOPMENTAL*

- A. If Little Rock Public Schools are closed due to inclement weather, practice is cancelled.
- B. If it is lightning or thundering outside, bring suit as well as dry-land clothes.

### *AGE GROUP*

- A. Winter Weather Policies for Age Group Teams:
  - \* If Little Rock Public Schools are closed during the day due to inclement weather, practice will be cancelled.
  - \* If the weather clears up through out the day, we will possibly have changed the workout time or will hold workout at regular time. Please check web site for information.
  - \* If it is lightning or thundering outside, bring suit as well as dry-land clothes.
- B. Summer Weather Policies for Age Group Teams:
  - \* If it is lightning or thundering during **summer morning** practice, practice, it will be cancelled. But all age group levels should attend the age group III afternoon practice.
  - \* If its lightning or thundering 15 min prior to afternoon practice, bring dryland clothes and a swimsuit. We will have lecture, training video, team meeting, and or dryland training. Also bring swim gear, if it clears we will swim.
  - \* If lightening and thunder begin during practice: we will move indoors and continue with dryland, lectures, and or videos.

### *SENIOR*

- A. Winter Weather Policies for Senior Team:
  - \* If Little Rock Public Schools are closed during the day due to inclement weather, practice will be cancelled.
  - \* If the weather clears up through out the day, we will possibly have changed the workout time or will hold workout at regular time. Please check web site for information.
  - \* If it is lightning or thundering outside, bring suit as well as dry-land clothes.
- B. Summer Weather Policies for Age Group Teams:
  - \* If it is lightning or thundering during any summer practice, there will be a dryland practice. Bring dryland clothes and suit in case it clears up.

## 7. HOLIDAY POLICIES

- a. Developmental and Age Group Teams:

Workouts will not be held on the following Holidays:

New Years	Easter	Memorial Day	4th of July
Labor Day	Thanksgiving Day	Christmas Day	

- b. There are breaks scheduled at the end of each season. They will be posted on the web site. Swimmers are still responsible for payment during these scheduled breaks.

## 8. DISCIPLINE POLICIES

- a. If the coach feels in any way the swimmer is conducting himself/herself in a

manner that is disruptive, unsafe or is in opposition of any of the policies stated.

The following actions may be taken:

First offense will result in verbal warning from the coach.

Second offense will result in “time out” for the swimmer.

Third offense will result in a parent, coach, swimmer conference.

b. Drug use, stealing, or fighting will result in an immediate conference with the parent, swimmer, and coach.

## **9. CODE OF CONDUCT**

Upon advancing to the Dolphin-Laser Senior team or Travel team, each swimmer will be asked to sign a Code of Conduct. The Codes purpose is to promote the best possible team and individual impression and actions at all times, and to acknowledge each individual’s responsibilities as a member of the Dolphin- Lasers.

## **10. SWIM TEAM MEMBERSHIP CANCELLATION POLICIES**

a. A written cancellation must be submitted to Team email address at [swimoffice@dolphin-laser.com](mailto:swimoffice@dolphin-laser.com), or by snail mail to Swim Office, #1 Huntington Rd., Little Rock, AR. 72205 one month prior to the swimmers last practice. Do not tell the coach on deck.

b. There will be no refund given if you drop from the team before the end of the billing cycle.

## **11.) SWIM MEET POLICIES**

Swim meets can be a rewarding and learning experience for the athlete. They are full of ups and downs. It is your role as a parent to give your child the love and support he/she may need. The coach’s role is to give constructive criticism, motivate and teach the swimmer so that he/she may become a better athlete from the experience. To promote the unity of the team, Dolphin-Laser swimmers and parents are asked to try to sit together at meets.

a. All swimmers are responsible for their own sign up for the meet through the team web site. [www.Dolphin-Laser.com](http://www.Dolphin-Laser.com)

b. Parents are not allowed to contact the host team to enter late or make changes. All changes or late entrys must be approved and processed by the Dolphin-Laser team manager. There will be a \$10.00 processing charge for this service.

c. All swimmers are responsible for knowing location and time for their meet session. Any changes made by the host team will be emailed and posted on team website upon notification.

d. All swimmers are responsible for their own transportation to and from meets unless designated as a team travel trip meet. Swimmers should arrive 15 min. prior to the scheduled warm-up time. If there is any discrepancy in the events entered, report these to the coach prior to warm-ups. If a swimmer arrives 30 min. after warm-up began, he/she may not be allowed to participate on the relays.

e. It is the swimmers responsibility to report to the correct lane prior to each race.

f. Unsportsmanlike conduct of any type will not be tolerated. This includes booing, vulgarity or derogatory behavior of any type.

g. Any swimmer selected for a relay must participate in that relay. Always check with the coach to determine if you have been selected for a relay before leaving the meet.

h. Dolphin-Laser team suits and caps are required.

i. Swimmers are required to attend warm-up.

j. Swimmers must talk to the coach before and after every race to receive advice and an evaluation from the performance.

k. Upon completion of all the swimmer's individual events, he or she must receive permission from the coaching staff to leave the meet.

l. Before you leave the facility, make sure you have cleaned up the team area, collected all of your belongings, and checked all event results for your official times.

m. If you feel there is a discrepancy in a result, an officiating call, or conduct of a meet, please contact your coach immediately so he/she may pursue the matter through proper channels. Do not confront the officials or meet directors yourself.

n. If a swimmer is unable to attend a meet because of an illness or an emergency situation, contact the coaching staff upon realization of the circumstance. If you are unable to contact a coach, make every effort to contact another swimmer participating in the meet so that the message can be relayed to the coaching staff. This is important for lane space availability as well as relays.

o. There is no refund on meets not attended or events scratched.

p. Proof Of Time: Should a swimmer fail to achieve the qualifying time, he/she must prove their time was legitimate or pay the penalty cost. It is the swimmers responsibility and not that of the coaches. If a swimmer does not prove his/her time, they will be responsible for all penalties or fees assessed to the team.

q. Swimmers must consult with the coach prior to scratching an event.

r. Awards Presentations: a Dolphin-Laser receiving an award needs to be present in a prompt manner. They need to be courteous and congratulate the other swimmers for their achievements. Pose in a proper manner for pictures. A Dolphin-Laser receiving an award is to wear their Dolphin-Laser uniform.

## **10. OUT OF TOWN MEET POLICIES (WITH PARENTS OR CHAPERONE)**

Out of town meets are an important aspect to a swimmers career. The team travel experience will prepare your child as they advance through the age group ranks. The trips can be great fun for parents and swimmers alike building bonds between teammates, parents, siblings and coaches. It is a great opportunity to participate in each swimmer's career and to help other swimmers participate in meets by being a chaperone to him/her.

a. Parents are responsible for swimmers transportation to and from meets.

b. Parents are responsible for hotel reservations. We will include a suggested hotels with meet information. We would like swimmers to stay in recommended hotels but it is not required. We encourage parents to make reservations at the beginning of each season for all meets, as to take advantage of the room rates and rooms blocked.

c. Parents are encouraged to attend out-of-town meets with their swimmer and to chaperone other youngsters, in a situation where a parent is unable to attend a meet with their child, the parent is responsible for making arrangements with another parent to take their child to the meet and serve as their chaperone.

d. A medical release and emergency telephone number should be given to the parent/driver with whom your swimmer is riding with in case emergency medical treatment is needed.

e. While traveling, eating in restaurants, and staying in hotels, swimmers need to act in a respectful manner to the facility as well as their teammates, parents and/or chaperones. They should remember that others will recognize them as a Dolphin-Laser swimmer and will associate their behavior with the team. They are expected to adhere to the Dolphin-Laser Code of Conduct.

f. The Coach has too many responsibilities to the entire team to accept responsibility for an individual swimmer. Therefore, do not ask the coach to provide transportation and lodging.

g. The appropriate contribution is expected from each passenger in the car to the driver/owner to help defray gasoline and other related expenses.

h. The appropriate contribution for lodging is expected from swimmer to

chaperone. It is suggested that the parent of the swimmer pay the chaperone directly.

- i. Each swimmer is responsible for his/her meal and spending money.
- j. Swimmers are not allowed to enter their child in a non-team swim meet without the approval of team administrators, Keith McAfee and Tay Stratton.

## 11. TEAM TRAVEL TRIPS POLICIES

It is important for swimmers to participate in meets both with and without their parents in attendance. This adds to the growth experience a child can gain from competitive swimming, teamwork and individual initiative. As a swimmer progresses to the Sectional, Zone, Junior or Senior Nationals, oftentimes they attend the meet without his/her parents. It is necessary for a swimmer to learn to travel without his/her parents.

a. All Dolphin-Laser swimmers must travel with the team and stay in the hotel with the team on all team trips.

b. Dolphin-Laser swimmers must remain with the team for the duration of the trip (including meals and team functions).

c. If a Dolphin-Laser swimmer would like to return with his/her parents, he/she may leave if their meet is over and arrangements are made prior to the start of the trip with a signed permission slip. However the swimmer is still responsible for full round-trip transportation costs.

d. The full amount of designated transportation cost will be collected in advance and will not be refunded.

e. All release forms must be signed prior to the trip.

g. All swimmers are expected to adhere to the Dolphin-Laser Code of Conduct and follow all regulations set forth by the coach and chaperones.

h. Swimmers who can not obey the rules set forth by the chaperones and coaches will be scratched from the meet and sent home at the parents expense.

The purpose of this code of conduct is to promote the best possible team and individual impression at all times, and to acknowledge each individual's responsibilities as members of the team.

# DOLPHIN-LASERS CODE OF CONDUCT

The purpose of this code of conduct is to promote the best possible team and individual impression at all times, and to acknowledge each individual's responsibilities as members of the team.

I, \_\_\_\_\_, a member of the Dolphin-Laser Swim Team, agree to abide by the standards of conduct outlined below as long as I am a member of the team.

I will strive to become the best person I can be; I will accept the challenges and responsibilities of family, education, and community. I will develop a positive attitude for myself and be supportive of my teammates.

I will strive to be the best athlete I can be; training and performing at the highest level I can. I will encourage my teammates to do the same in practice and competition.

I will display proper respect and good sportsmanship toward coaches, teammates, fellow competitors, parents, officials, administrators, staff and members, and others involved in the sport of swimming.

I will become a model traveler; I will use good manners and behavior; I will cheerfully follow the directions of my coaches and chaperones, including established curfews. I will leave the hotel room clean and orderly upon check-out.

I will refrain from illegal and inappropriate behavior that might distract from the positive image and outstanding reputation of the Dolphin-Laser Swim Team or United States Swimming or be detrimental to their performance objectives.

I will not participate in actions of dishonesty, theft, or vandalism, nor will I associate with peers who do.

I will not possess or use alcohol, tobacco, or illegal or non-prescribed drugs, nor will I associate with peers who do.

I will abide by the policies in the Dolphin-Lasers Swim Team.

Failure to comply with this Code of Conduct may result in, but is not limited to, either or both of the following actions:

- a. Coach may remove the swimmer from practice for that day.
- b. Swimmer may not be allowed to participate in some or all team activities temporarily or permanently. This includes being scratched from events or the meet altogether without refund of any fees paid.
- c. During team travel, a severe violation of this code is justification for the swimmer to be sent home from the meet at their parent's expense.

Upon violating the Code of Conduct, Coaches will investigate the circumstances of the violation and inform the individual and his/her parents. Disciplinary action will be taken accordingly.

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Swimmer's Signature

Date

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Parent's Signature

Date

