



**2013-2014
TEAM
HANDBOOK**

ATLANTIS SWIMMING 2013-2014 TEAM HANDBOOK

**A MANUAL FOR PARENTS, SWIMMERS, COACHES AND VOLUNTEERS OF THE
BIRMINGHAM- BLOOMFIELD ATLANTIS SWIM CLUB**

REV. 1/1/2014

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I. TEAM OVERVIEW

Welcome!

The Birmingham-Bloomfield Atlantis Swim Club (hereafter “Atlantis Swimming” or “Atlantis” or the “Club”), is a professionally coached, parent-run sponsor group promoting the sport of competitive swimming. Atlantis Swimming fosters individual excellence and provides a positive team experience.

Over the course of more than 35 years Atlantis Swimming has built an extensive record of excellence in competitive swimming. The Club has produced elite athletes at all levels, including Junior National, Senior National and U.S. Olympic Trial swimmers. The discipline, work ethic, and values developed while part of Atlantis Swimming has led many swimmers to earn college scholarships. Most importantly, Atlantis swimmers learn teamwork, goal-setting, the value of athletic and academic excellence, responsibility, and respect for self and others--skills that will outlive a competitive swimming career.

Philosophy: Atlantis Swimming is organized to encourage the physical and mental development of its athletes through swimming, and to encourage and assist members in the development of sportsmanship. This is accomplished by means of year-round training for abilities from beginner to the highest levels of national and international competition. Atlantis coaches provide sound skills progression to prepare athletes for their highest swimming aspirations, treat all swimmers with respect, and foster life-long love of the sport. Finally, Atlantis Swimming is committed to upholding the standards of “USA Swimming, Inc” and “Michigan Swimming, Inc” as they relate to competitive swimming.

Program Description: Atlantis Swimming is a nonprofit, USA Swimming-sanctioned, year-round competitive swim team offering: 1) high-quality, professional coaching; 2) a low coach-to-swimmer ratio environment; and 3) progressive development from beginner to elite-level athletes. Atlantis swimmers advance through a structured program, learning water safety while developing core swimming skills (strokes, starts, turns and finishes). As athletes grow, Atlantis incorporates strength, conditioning and advanced training methods. We offer convenient billing cycles so athletes can train throughout the year in conjunction with school swimming and summer league swimming.

With experience spanning over four decades, Atlantis coaches have prepared thousands of athletes for every level of racing, from local to international, from summer club and high school to the U.S. Olympic Trials, and scores have gone on to successful collegiate careers. We are known for coaching each swimmer based on their individual talent and personality, and we encourage each swimmer to compete at the highest state, regional, national and international meets for which they train and qualify. These meets are often career highlights for our swimmers. We also host social events to build team spirit and to make sure that all of our athletes are having fun.

The team is governed by an elected, volunteer Board of Directors in accordance with the Club's Bylaws (see Appendix). All Atlantis members are encouraged to support our swimmers and become involved in team activities and volunteer regularly as we strive to offer both cost-effective training and program excellence.

Team Objectives: Atlantis Swimming has three primary objectives that guide the development and management of the club.

- i. **Build the Base** - The Club is committed to sharing the values of swimming with youths and adults who may discover that swimming is an activity to be enjoyed for life.
- ii. **Provide a Safe and Positive Environment** – At Atlantis Swimming we believe that all members should have the opportunity to participate and compete in a safe and healthy environment. We are committed to upholding the provisions of USA Swimming's Code of Conduct and following USA Swimming's Best Practice Guidelines for athlete protection. (Please see Appendix.)
- iii. **Achieve Competitive Success** - Atlantis is committed to developing all of our athletes to achieve the very highest level of success they desire. With respect to long-term athlete development (LTAD), our goal at Atlantis Swimming is to prepare each and every swimmer to excel in performing two of the most beautiful and challenging events in swimming: the 400 yard/meter Individual Medley (IM) and 1650 yard/1500 meter freestyle (mile). With life-long swimming as an integral component of our program, one's ability to master the skills needed for the 400 IM and the mile promotes the skills needed for life-long fitness and any other swim racing interests an athlete may have. As athletes progress through our program, competitive achievement is measured through USA Swimming's IM Xtreme/IM Ready national motivational program designed to help various age groups compete in multiple events, rather than specialize in one stroke too early. (For more information about this program, please visit www.usaswimming.com)

II. COACHING STRUCTURE

The Atlantis Swimming coaching staff is led by Head Coach Vince Gallant. It is his responsibility to coordinate and oversee the full coaching staff. Coaches are designated as Lead Coaches or Assistant Coaches. (Biographical information about our coaches is available on the team website.)

Lead Coaches: Lead Coaches are designated as such because of their education, experience, and achievement in the sport of swimming. Lead Coaches contribute their energies to the design, implementation, and evaluation of the year round program. This includes planning long-term athlete development and coordinating daily, weekly, and seasonal training progressions. Lead Coaches are responsible on a daily basis for supervising site sessions ensuring safety, skill development, and answering questions related to training. Atlantis Swimming's Lead Coaches bring incredible experience to our program, are long-time students of the sport, and have demonstrated their ability to accelerate the achievement of all swimmers under their guidance.

Assistant Coaches: Assistant Coaches are also designated as such because of their education, experience, and achievement as swimming coaches. Assistant Coaches contribute their time and energy to implementation and evaluation of the daily, weekly, and seasonal training progressions. Assistant Coaches are responsible on a daily basis for assisting the Lead Coach in providing a safe, fun, and skill-oriented training session. Atlantis Swimming's Assistant Coaches have a demonstrated enthusiasm for the sport of swimming, promote a positive and productive environment, and are expanding their education while they are gaining valuable experience.

Expectations for Coaches:

- Coaches are expected to be members in good standing of USA Swimming. They are required have all necessary certifications required by USA Swimming. This includes: Background Check, CPR, First Aid, and Coaches Safety Training (including Athlete Protection and "2013 Heads Up! Concussion Training for Youth Sports Coaches").
- Coaches are expected to arrive on site fifteen minutes prior to, and remain fifteen minutes after, each scheduled training session. This time is allotted for athlete interaction with the coaching staff, both formal and informal. Times on the practice schedule designate instructional time.
- Coaches are expected to provide a safe and positive environment. All aspects of safety are first priority: physical, emotional, and social. A positive environment is defined as one in which athletes are learning and developing skills which promote their success in life and sport. These skills include (but are not limited to): positive attitude, attendance, attention to detail, time management, clear communication, goal setting, and sportsmanship.
- Coaches are responsible for developing the year round developmental plan, the seasonal racing programs, and the group placement/advancement of swimmers for all levels of the Atlantis Swimming program. The annual training plan is located in the appendix of this handbook.
- Coaches are expected to provide developmentally appropriate instruction and challenge during the course of each training session. Coaches are responsible for helping more experienced swimmers develop and monitor short- and long-term goals.

III. TRAINING GROUP STRUCTURE & EXPECTATIONS

Atlantis offers multiple training groups depending upon swimmer age, maturity, ability and commitment. Club coaches set the training groups and the criteria for entry into each training group. Each athlete is evaluated regularly and advanced based on coach assessment of competencies and physical ability to handle a more challenging training regimen. Progression from group to group is ultimately a decision made by the coaching staff.

Group Descriptions: Atlantis training group levels are described below. Age ranges that are listed are typical but not exclusive; practice session times are averages and may change due to pool availability. In order to maintain coach-to-swimmer ratios, various sections of each group may be offered, with each section having its own assigned practice times and locations. ***Please note that swimmers may only attend practices at their assigned practice times and locations.***

Speedsters (Ages 9 & under) - Speedsters is designed for children interested in learning the basic skills of water safety, swimming, and racing. Learning the four racing strokes, starts, turns, and race strategy are emphasized daily; strength and coordination drills are also an important aspect of this group as well as learning to read a pace clock. Approximate coach-to-swimmer ratio is 1:12.

Practice Sessions Available Per Week: 4 one-hour sessions

Prerequisite Guidelines: Able to complete 25 yards freestyle (front crawl) and backstroke.

Training and Competition Requirements: There is no minimum practice or meet attendance requirement for Speedsters. Swimmers with appropriate training may compete in swim meets and are encouraged to swim a variety of events.

Bronze (Ages 7 to 10) – The Bronze group is designed for younger swimmers with more advanced swimming skills. Emphasis in this group is on becoming an accomplished swimmer in the 100 IM and 200 freestyle, water safety, continued development of racing fundamentals, reading a pace clock, measuring heart rate, increasing strength, coordination and fitness and individual goal setting. Approximate coach-to-swimmer ratio is 1:15.

Practice Sessions Available Per Week: 4 seventy-five minute sessions

Prerequisite Guidelines: Able to swim 100 yards freestyle with bilateral breathing and flip turns and 25 yards of all racing strokes.

Training and Competition Requirements: There is no minimum practice or meet attendance requirement for the Bronze group. Swimmers with appropriate training may compete in swim meets and are encouraged to enter events which will allow them to achieve USA Swimming IM Ready scores.

Silver (Ages 8 to 11) - The Silver group is designed for student athletes with more advanced skills to continue improving swimming technique, fitness and speed. Individual goal setting, water safety, stroke refinement, racing techniques and aerobic fitness is emphasized in this group. Approximate coach-to-swimmer ratio is 1:15.

Practice Sessions Available Per Week: 5 ninety-minute sessions

Prerequisite Guidelines: Able to swim 200 yards freestyle with bilateral breathing, 100 yards Individual Medley, 50 yards of each racing stroke, read the pace clock for interval training, and accurately measure heart rate.

Training and Competition Requirements: There is no minimum practice or meet attendance requirement for the Silver group. Swimmers with appropriate training may compete in swim meets and are encouraged to enter events which will allow them to achieve USA Swimming IM Ready and/or IM Xtreme scores.

Silver Racing (Ages 11 & Under) – [This group may be offered after the beginning of the short-course season and only by coach recommendation.] The Silver Racing group is designed for dedicated student athletes to continue improving swimming technique, strength, fitness, and speed. Emphasis in this group is on becoming a skilled stroke and distance swimmer, water safety, continued development of racing fundamentals, aerobic fitness and individual goal setting. These athletes may also be eligible for Atlantis Racing Team special events including, but not limited to, training trips, swim clinics, and individual video analysis. Approximate coach-to-swimmer ratio is 1:15.

Practice Sessions Available Per Week: 5 ninety-minute sessions

Prerequisite Guidelines: Able to swim 200 yards freestyle with bilateral breathing, 100 yards Individual Medley, 50 yards of each racing stroke, read the pace clock for interval training, and accurately measure heart rate.

Training and Competition Requirements: Members of the Silver Racing Group are expected to attend practices 4 times per week for 40 weeks per year, compete in events which will allow them to achieve USA Swimming IM Xtreme scores and to support their team by participating in all championship meets for which they qualify.

Gold (Ages 10 to 14) – The Gold Group is designed for young student-athletes interested in developing skills in the sport of swimming. Emphasis in this group is on becoming a skilled stroke and distance swimmer; water safety; continued development of racing fundamentals; and increasing strength, coordination, and fitness. Approximate coach-to-swimmer ratio is 1:20.

Practice Sessions Available Per Week: Practice sessions are available 6 times per week, and dry land training is offered 3 times per week. Sessions are typically 2-hours in length, including those on days in which dry land training is offered.

Prerequisite Guidelines: Able to swim 200 yards freestyle with bilateral breathing, 100 yards Individual Medley, 50 yards of each racing stroke, read the pace clock for interval training, and accurately measure heart rate.

Training and Competition Requirements: There is no minimum practice or meet attendance requirement for the Gold group. Swimmers with appropriate training may compete in swim meets and are encouraged to enter events which will allow them to achieve USA Swimming IM Ready and/or IM Xtreme scores. Athletes in this group may represent Atlantis Swimming at meets which do not require qualifying times as well as state and regional level meets requiring qualifying times.

Gold Racing (Ages 10 to 14) – The Gold Racing group is designed for dedicated athletes with a desire to excel in the competitive sport of swimming. The emphasis in this group is on individual and team goal setting, water safety, racing techniques, dry land strength training, aerobic fitness, and documentation of training and nutrition. These athletes may also be eligible for Atlantis Racing Team special events including, but not limited to, training trips, swim clinics, and individual video analysis. Approximate coach-to-swimmer ratio is 1:20.

Practice Sessions Available Per Week: Practice sessions are available 6 times per week, and dry land training is offered 3 times per week. Sessions are typically 2-hours in length, including those on days in which dry land training is offered.

Prerequisite Guidelines: Able to swim 500 yards freestyle with proper flip turns and bilateral breathing and 100 yards of each stroke, read the pace clock for interval training, and accurately measure heart rate.

Training and Competition Requirements: Members of the Gold Racing group are expected to attend practices 9 times every two weeks for 44 weeks per year, compete in events which will allow them to achieve USA Swimming IM Xtreme scores and to support their team by participating in all championship meets for which they qualify. Athletes in this group may represent Atlantis Swimming at meets which do not require qualifying times as well as state, regional and national level meets requiring qualifying times.

Senior (Ages 14 to 18) - The Senior group is designed for teenagers interested in improving swimming technique and general fitness. Emphasis in this group is on becoming a skilled stroke and distance swimmer; water safety; continued development of racing fundamentals; and increasing strength, coordination, and fitness. Approximate coach-to-swimmer ratio is 1:20.

Practice Sessions Available Per Week: Practice sessions are available 9 times per week, and dry land training is offered 5 times per week. Weekday morning sessions are typically 90-minutes in length; afternoon and weekend sessions are 2.5-3 hours in length, inclusive of dry land training.

Prerequisite Guidelines: Able to swim 200 yards freestyle with bilateral breathing, 100 yards Individual Medley, 50 yards of each racing stroke, read the pace clock for interval training, and accurately measure heart rate.

Training and Competition Requirements: There is no minimum practice or meet attendance requirement for the Senior group. Swimmers with appropriate training may compete in swim meets and are encouraged to enter events which will allow them to achieve USA Swimming IM Ready and/or IM Xtreme scores. Athletes in this group may represent Atlantis Swimming at meets designated as "A/B/C" or which do not require qualifying times as well as state and regional level meets requiring qualifying times.

Senior Racing (Ages 13-18) - Senior Racing is designed for dedicated student athletes with a strong desire to excel in the sport of swimming. The emphasis in this group is on individual and team goal setting, preparation for NCAA Division I-level training, racing technique, dry land strength training, documentation of training and nutrition. Atlantis Swimming will support

these senior athletes at National and International events (including meet entry fees) and they may also be eligible for Atlantis Racing Team special events including, but not limited to, training trips, swim clinics, and individual video analysis. Approximate coach-to-swimmer ratio is 1:20.

Practice Sessions Available Per Week: Practice sessions are available 9 times per week, and dry land training is offered 5 times per week. Weekday morning sessions are typically 90-minutes in length; afternoon and weekend sessions are 2.5-3 hours in length, inclusive of dry land training.

Prerequisite Guidelines: Able to swim 1650 yards freestyle with proper flip turns and bilateral breathing and 200 yards of each stroke, read the pace clock for interval training, and accurately measure heart rate.

Training and Competition Requirements: Members of the Senior Racing group are expected to attend practices 6-9 times per week for 48 weeks per year (which may include training with High School programs), compete in the mile as well as events which will allow them to achieve USA Swimming IM Xtreme scores and to support their team by participating in all championship meets for which they qualify. Athletes in this group may represent Atlantis Swimming at meets which do not require qualifying times as well as state, regional, national and international level meets requiring qualifying times.

Masters (High School Graduates or Equivalent) – The Masters group is designed for adults interested in improving swimming technique and general fitness. Coaches will assist Masters swimmers in incorporating individual goal setting, increased water safety, stroke refinement and aerobic fitness into their training. Approximate coach-to-swimmer ratio is 1:20.

Practice Sessions Available Per Week: 9 workouts of 1.5-2 hours

Prerequisite Guidelines: Able to complete 100 yards freestyle (front crawl) and backstroke.

Training and Competition Requirements: There is no minimum practice or meet attendance requirement for Masters. At this time our coaches do not attend competitions with our Masters athletes but these athletes are encouraged to participate in appropriate competitive events.

Training Sites and Schedules: Atlantis Swimming recognizes the importance of consistent training facilities and times, and works closely with schools to ensure Club access but changes to the general practice schedule will occur from time to time during the course of the year. The short course training season (September - March) and spring training (April - June) occur primarily at Groves High School, Birmingham Covington School, West Maple Elementary School and Ferndale High School. Long course training adds the City of Southfield Sports Arena Olympic-size pool (50 meters) and Seaholm High School.

The training site for each practice session is included on each weekly training schedule which is posted on the team website and is also available on the team hotline (248-565-4090). In the event of last minute changes, the coaches will update the hotline and send an email to the

members. ***Please note that swimmers may only attend practices at practice times and locations that have been assigned to their group section.***

Holidays and Other Training Breaks: All groups are offered year-round training 48 full weeks out of the year. The team takes a one-week break in the spring and a two-week break during the last week of August/first week of September as well as 2-3 shorter breaks such as Thanksgiving. Summer and the end-of-year December school holidays are opportunities for more intense training for swimmers of all levels and are integral components of long-term athlete development.

Atlantis coaches recognize the importance of family time and varied activity interests of young athletes. At each level of the program, Atlantis provides flexibility in scheduling for the athlete of any age with the most flexibility being provided in the Speedster, Bronze, and traditional Silver, Gold and Senior groups who are encouraged to participate in competitions up to and including regional-level qualifying meets. Dedicated swimmers with a stronger focus on training to compete beyond state-level competitions are encouraged to join our Silver, Gold and Senior Racing groups with the understanding that they will consequently have less flexibility in balancing other interests with their long-term training goals.

Participation in Multiple Swim Programs (School; Summer League): Atlantis swimming recognizes the importance of seasonal swim teams: summer club swimming, middle school swimming, and high school swimming. Many youngsters gain their first team experiences with a summer club or middle school. Lifelong friends are made in these venues. Some learn about swimming competition in high school. Swimming with friends and improving fitness, be it at school, summer club, or Atlantis has a great impact on enjoyment of the sport of swimming which is one of the Club's primary objectives. Our year-round program allows athletes in our Speedster, Bronze, and traditional Silver, Gold and Senior groups to have the flexibility to mix their training throughout the year among Atlantis and their seasonal school and summer swim teams. When these athletes are active with the Club they are encouraged to participate in USA Swimming meets up to and including regional-level qualifying meets.

At the same time, the team also seeks to provide an environment in which national- and international-level champions thrive. Athletes with these aspirations must achieve advanced levels of fitness and skill through consistent and progressive year-round training which is developmentally appropriate for each individual. The attendance requirements of the Silver, Gold and Senior Racing groups reflect the mutual commitments on the part of the Club and its Racing Team athletes to work together to achieve each individual athlete's long term goals. Participation in seasonal swim teams can jeopardize this individualized training if efforts are not made to coordinate training among the various programs. The Club is committed to partnering with Racing Team athletes to coordinate their training with seasonal programs so that they have the opportunity to fulfill attendance requirements and enjoy both success competing at the regional, national, and international level, and participation with their summer clubs and schools.

Expectations for All Atlantis Athletes: Our athletes are the reason our Club exists! To ensure the best possible experience, our swimmers, with the support of their parents, are expected to adhere to the following policies.

- Swimmers are expected to be members in good standing with Atlantis Swimming and USA Swimming.
- Swimmers are expected to promote a safe and positive environment. This includes physical, social, and emotional safety. ***They should be familiar with USA Swimming's Code of Conduct, in particular Article 304 which is reproduced in the appendix of this handbook.***
- Swimmers are expected to arrive to each practice session on time (15 minutes prior to instructional start), prepared with proper gear and equipment (see below), and complete each training session to the best of their ability.
- Swimmers are expected to understand Atlantis Swimming's philosophy of long-term athlete development, and why high-achieving swimmers train year-round.
- Swimmers are expected to clearly communicate their goals to their coaches, and to promote good sportsmanship in each and every training session.

Apparel, Gear and Equipment: The following items help swimmers train effectively and also create our sense of "team"; note that equipment needs vary by swim group. If you have any questions about these items, please email our team Apparel, Gear and Equipment Coordinator (email address is on the team website).

- ***Basic Items Included With Registration*** - Included with registration, each swimmer will receive 2 latex team swim caps and 2 Atlantis t-shirts. There will be a group distribution of these items in early Fall for September registrants; all other registrants should pick-up these items at The Varsity Shop in downtown Birmingham. (Depending on the date of registration, these items can take up to 6-8 weeks for delivery.) All swimmers with long hair are expected to wear a team swim cap for all practice sessions. Swimmers with shorter hair that prefer to train with a swim cap must also wear a team cap.
- ***Gear Requirements For All Swimmers*** - All swimmers are expected to bring to all training sessions a good-fitting swim suit of their choice but excluding those with logos from other teams, two pairs of goggles, a towel, a water bottle and an Atlantis swim cap for those with long hair or who prefer to train with a swim cap (see above).
- ***Silicone Caps And Extra Latex Caps*** - Replacement latex caps and silicone caps will be made available for purchase from time to time and members will be alerted of these opportunities via the website and emails.
- ***Dryland Gear*** - Atlantis also incorporates dry land cross training into practice schedules for Gold and Senior swimmers. Equipment requirements include a t-shirt or sweatshirt, running shorts or warm-up pants, running shoes and a water bottle.
- ***Additional Required Equipment*** - Bronze, Silver, Gold and Senior swimmers each require specific training equipment such as kickboards, fins, snorkels, hand paddles, pull buoys etc. Equipment lists are posted on the website. These items can be purchased from any vendor, including our team vendor The Varsity Shop which is located in

downtown Birmingham. Properly outfitted equipment bags should be brought to ALL training sessions unless otherwise directed by a coach. It is a disruption to the group and running of practice if a swimmer fails to consistently bring their equipment and they may be consequently barred from practice.

- ***Swim Meet Apparel And Other Items*** - All Atlantis swimmers and their families are encouraged to display their team spirit and unity at practices, meets and other team events by wearing team apparel. For meets swimmers should wear, at a minimum, their Atlantis swim cap (required for all swimmers, even those with short hair) and a team t-shirt. Swimmers can wear a team swim suit for meets or can choose a solid black swimsuit. Optional team apparel items include warm-ups, parkas, sweatshirts, flannel pants, etc. Discounted team merchandise orders are placed in the fall and typically one or two other times during the year. Items are also available at our team vendor The Varsity Shop located in downtown Birmingham.
- ***Special Items Included With Registration*** - All swimmers that are active members during the short-course championship season will also receive a championship team t-shirt. Members that achieve a qualifying time to participate in Junior Olympic (“Q2”) or higher-level championship meets will also receive a special championship team swim cap if they are active during the March championship season. Swimmers achieving a state championship qualifying time (“Q1”) will receive a state team t-shirt if they are active during the championship season.

Lost and Found: On smaller sports teams it is often common practice for members to send mass emails when an item belonging to their child has been lost during a team practice or event. Please note that due to the size of the team and the quantity of emails that are sent to the members, we will not be able to send these types of emails. (Some exceptions will be made for high value items such as cell phones). We recommend that all items be labeled clearly and that swimmers NOT leave their belongings in the locker rooms. Items should be kept in bags on the pool deck during practices. If an item is lost, each pool has a designated area for lost and found.

IV. SWIM MEETS

Philosophy and Overview: Swim meets are an important measure of a young swimmers progress in the sport. Competing in a swim meet is the culmination of the hard work swimmers put in during weeks and months of practice sessions. Swimming in a meet allows swimmers to see their improvement and the results of all their training.

Atlantis Swimming follows a two season annual plan: short course season (September through April) and long course season (May through August). Each season culminates with championship meets. Atlantis Swimming publishes a list of meets the Club will attend at the beginning of the short course and long course seasons. Meets are selected for the season to offer athletes at every level opportunity to race about once per month. Spacing meets out in this manner allows swimmers to improve skills and conditioning in preparation for their next meet performances. While other meets are hosted regularly throughout the area, the listed meets are those that our coaches have selected. Atlantis coaches will staff these meets and monitor

swimmer performance. (Team meet schedules are posted on the team website and located in the appendix to this handbook.)

In many ways, racing is a stressful situation. In preparation for races, from diving to minute stroke details, safety is paramount. ***It is recommended by the coaching staff that swimmers planning to participate in swim meets attend practice a minimum of three times per week.*** This allows swimmers the opportunity to be well prepared for the challenges of racing. At higher levels of racing (state, regional, national, and international), more practice sessions are required to achieve and be competitive. If you are not sure whether your child is ready to swim in a meet, ask his or her coach. Coaches will provide additional direction on how frequently to attend meets.

Changes to the Meet Schedule: Changes to the posted meet schedules may occur from time to time. In some cases, a scheduled team meet may become over-subscribed such that our team will be unable to participate in that meet. At other times the Head Coach may determine that insufficient swimmers have committed to a meet to make the team's participation in the meet meaningful and worthwhile. Informal "intrasquad" competitions and sanctioned and unsanctioned dual-team meets are also likely to be added to the schedule and may supplant other scheduled meets. In these cases online and email notification of the changes will be made to team members.

Competition 101: Atlantis Swimming is a member of USA Swimming, and its Local Swim Committee (LSC), Michigan Swimming. USA Swimming is the governing body in the United States for local, regional, national, and international competitive swimming. Michigan Swimming is our regional governing body, aligning with USA Swimming. All swim meets attended by Atlantis Swimming, including dual meets, are sanctioned by USA Swimming through the LSCs. For USA Swimming-sanctioned competitions, athletes will swim their age as of the first day of the meet; meets are typically 2-3 days in length with 1 or more 4-hour sessions per day not including warm-up time. For safety and liability purposes, parents are not allowed on the pool deck, in locker rooms and other restricted areas.

Competition pools may be short course (usually 25 yards but in rare cases 25 meters), or long course (50 meters). The international standard (as used in the Olympics) is 50 meters. Participants compete in different age groups and meets depending on their achievement level and how old they are on the first day of the meet. Traditionally recognized age groups are 10 and under, 11-12, 13-14, 15-16, 17-18. Many local meets feature 8 and under, single age groups, or senior events. Officials are present at all competitions to enforce the technical rules of swimming so the competition is fair and equitable and to promote uniformity in the sport. Individual and team scoring is not the norm for most meets other than state championship meets and higher.

The Four Strokes: The four competitive swimming strokes are freestyle, backstroke, breaststroke and butterfly. The combination of all four strokes is called individual medley (IM). Each swimming stroke has specific rules designed to ensure that no swimmer gets an unfair competitive advantage over another swimmer.

- In freestyle events, the competitor may swim any stroke. The stroke most commonly used is sometimes called the crawl, which is characterized by the alternate stroking of the arms over the surface of the water surface and an alternating (up-and-down) flutter kick.

- Backstroke consists of an alternating motion of the arms with a flutter kick while on the back. On turns, swimmers may rotate to the stomach and perform a flip turn and some part of the swimmer must touch the wall. The swimmer must finish on the back.
- The breaststroke requires simultaneous movements of the arms on the same horizontal plane. The hands are pressed out from in front of the breast in a heart shaped pattern and recovered under or on the surface of the water. The kick is a simultaneous somewhat circular motion similar to the action of a frog. On turns and at the finish, the swimmer must touch the wall with both hands simultaneously at, above or below the water surface.
- The butterfly features a simultaneous recovery of the arms over the water combined with an undulating dolphin kick. In the kick, the swimmer must keep both legs together and may not flutter, scissors or use the breaststroke kick. Both hands must touch the wall simultaneously on the turns and the finish.
- The individual medley, commonly referred to as the IM, features all four strokes. In the IM, the swimmer begins with the butterfly, then changes after one-fourth of the race to backstroke, then breaststroke and finally freestyle.

Time Standards (aka Qualifying Times or “Cuts”): Time standards are used to denote progressions levels at the state, regional, and national level. All time standards may be found on Michigan Swimming’s website www.miswim.org. Swim meets that do not require qualifying times are often designated as “A/B/C” meets. For rookies, the first standards to achieve are Michigan’s “B” then “A” level as well as Junior Olympic (“Q2”) standards. Qualifying for state championships requires “Q1” time standards. “AAA” achievement allows an athlete to represent Michigan Swimming at the Central Zone Championships. “AAAA” standards demonstrate the highest level of achievement within the 14 & Under age groups. National championship level meets are offered for both 18 & Under (Junior Nationals) and all athletes (National Championships, US Open, Olympic Trials...). Achieving higher level time standards is a common focus for athlete goal setting (“earn a state cut” “achieve a national cut” ...), and is a great way to monitor progress over the years.

Entering Swim Meets: Swimmers must be registered, active members of Atlantis Swimming as of the sign-up deadline of a meet and current with all charges to their account in order to enter that meet. Swimmers must also be active members in good standing in order to participate in a meet. Participation in meets representing Atlantis Swimming is at the discretion of the head coach. Swim meet information for specific meets can be found on the team website as the host club makes it available. The information is located under the “Meet & Events” tab on the home page. In addition, the Club will send email notice of registration deadlines, typically 4-6 weeks prior to a meet.

In order to enter your swimmer(s) into a swim meet, you will need to sign in to the website using your account access email and password and complete the meet declaration process. ***In general, parents will select the days and sessions that an athlete can participate in a meet and the coaches will select the events the athlete will swim in each selected session.*** In some cases parents will be given the option to select events but the coaches still reserve the

right to make adjustments to entries for sessions you have committed to attend. In either case, the meet entry process includes the following steps:

1. Click on the “Sign In” tab in the upper left hand corner of the web site home page. Type in the email you used when you set up your account and your password.
2. Click on the “Meets & Events” tab, and then scroll down by date to the desired meet.
3. Click on the tab labeled “Attend this Event”.
4. The athlete signup page will appear. Click on the swimmer name.
5. The swimmer name and the swim meet will come up on a new page. Go to drop-down ladder next to the word “Declaration”. Click on “Yes, please sign up _____ for this event.”
6. At this point you will either be able to choose the days/sessions for your athlete OR you will be able to select the events for your athlete. To select events to swim, click on the box in front of each event time. The box next to the time will turn “yellow” and the swimmer’s entry time will be displayed. Continue this step for each event to be entered. Remember that Atlantis swimmers are encouraged to compete in events that will allow them to achieve IM Xtreme/IM Ready scores.
7. When finished selecting days/sessions or events, click the “Save Changes” box at the bottom of the page. This will complete the event registration and the Athlete signup page will re-appear showing that the athlete is committed and displaying the events entered if applicable. If you have more than one swimmer, repeat steps 4 – 7 for each swimmer attending this swim meet.
8. Once swim meets declarations are completed for all swimmers, you can log off the Atlantis web site. Meet entries will be completed and/or reviewed by Atlantis coaches and confirmed prior to sending the meet entries into the host team.

What to Bring to Swim Meets: Atlantis recommends swimmers bring the following items to each meet in addition to their Atlantis swim cap and solid black or team suit:

- Several towels
- Extra goggles (Racing goggles should be tighter than those worn at practice. If the meet is at an outside pool, use dark tinted goggles).
- An extra set of warm clothing to be worn on deck
- Water bottle and healthy snacks (nut-free due to severe allergies on the team)
- Books, cards, small games, etc. for long waits between races
- Positive attitude and your game face!

At Swim Meets: Each swim meet format, schedule, entry costs and competition level is different. The following are some basic guidelines for swim meets:

- Know in advance what events you are swimming at the meet. These will be posted at the meet and usually are emailed by Atlantis a few days prior to the meet. Event schedules are also available on the Club web site on the “Athlete Signup” page next to the swimmer’s name. Our coaches do not allow swimmers to have their events written on their hands. Parents are encouraged to supply their swimmer(s) with a print-out or other written record of the events that they will be swimming during each session of the meet.
- Know what time warm-up starts. This is available on the Atlantis web site under the “Meets & Events” tab by selecting “Meet Information” and the name of the swim meet. Under the section “Forms/Documents” will be a link to open the meet packet. This packet outlines the overall meet schedule and warm-up times for each session.
- Arrive early so your swimmer has time to complete mandatory check-in and prepare for the warm-up.
- Parents can often purchase a Heat Sheet and determine heat and lane assignments for each their swimmer’s events.
- Parents should encourage swimmers, but please leave the coaching to the coaches.
- Swimmers should always ask their coach whether they will be on a relay team. At most meets, relays are the final events, so swimmers should be ready to swim relays at the end of the meet session.
- All swimmers must wear an Atlantis team cap and team suit or solid black suit for the entire meet. Swimmers wishing to wear “fastskins” or other technical racing suits should discuss this in advance with their lead coach.
- After warm-up and between races, swimmers should put on warm clothes over their swimsuit. It is also important to wear shoes and socks to avoid losing body heat and energy.
- Stay away from junk food. It’s better to eat bagels, fruit, energy bars, etc. Please bring only nut-free snacks due to severe allergies on the team. Stay hydrated by drinking water, Gatorade, Powerade, etc. Avoid energy drinks and caffeinated beverages which contain diuretics.
- Swim meets can move along very quickly (although they can last for several hours!). It is very important for swimmers to pay attention to what event is in progress. Almost all swim meets are not marshaled! Swimmers should be behind the blocks, ready to swim, an event or two before the one they will swim depending on the number of heats in each event and the distance being swum in the events. Timelines are occasionally posted, but

they are estimates only. Listen to the announcer and always check with coaches if you are not sure when to report to the blocks.

- At some meets, swimmers who miss a scheduled race may be penalized by not being permitted to swim in subsequent events at that same meet. If a swimmer anticipates missing an event, the swimmer should make every effort to scratch the race at the time of check-in.
- Results for the meet are usually posted at the pool during the meet, but they can also be found on the Michigan Swimming website www.miswim.org within a few days of the meet.
- Awards are picked up at the end of the meet by the coaches and are distributed during practice the following week. Athletes may swim a meet and not receive any ribbons. Place emphasis on the improvement by the swimmer, not what place in the race they finish.

Tracking Times After a Meet/Swimming Apps: Swimmers and their parents should be familiar with a swimmer's times so they can be easily referenced for goal-setting and meet-planning purposes. Times can be checked on the website as follows:

1. Click the "Sign In" tab in the upper left hand corner of the Atlantis website home page. Log in as normal.
2. Click on "My Account" located under the "Sign In" tab, and then click on "My Meet Results".
3. In the "Member" section, select the swimmer's name from the drop-down menu. Select additional information from the other drop-down menus to view the appropriate time standards (e.g., SCY (short course yards), LCM (long course meters)) and the stroke. Click the "Search" box once you have completed selections. The swimmer's times will be displayed by event beginning with the most recent swim meet.

Individual times can also be found on the USA Swimming website. Please be sure to create an account to take advantage of "Deck Pass" and "Deck Pass Mobile" (USA Swimming's mobile app) where swimmers can:

- Check best times and earn digital patches for competing.
- Find verified IM Ready and IMX scores.
- Enter goal times for all events and compare individual best times against these goals.
- Connect with friends.

You might also be interested in downloading the OnDeck Parent app. This app is tied to our TeamUnify website.

- Once you download and open the app, enter the same Username and Password that you use for our website. You will be asked to enter a "Team Alias". Ours is mibba (all

lowercase).

- From the main menu choose “Account Home” to select a swimmer on your account to view attendance, meets, best times, and future meets.

Both the “Deck Pass” and “OnDeck Parent” apps have many more functions available to enhance your swim team experience; please take the time to explore them!

V. REGISTRATION AND BILLING POLICIES

Completion of online registration with the team requires acknowledgment that you have read and understand the policies and guidelines included in this handbook and its appendices, and that you agree in particular to the following terms and conditions of team registration and billing.

Online Registration & Secure Billing: Our registration process is strictly online through the team website. This system is not consistently compatible with smart phones and tablets; please use a computer to complete your registration. You will be required to enter valid credit card or ACH information during registration and maintain this information in order to remain a member in good standing with the team and to avoid late fees (see below). Credit card or checking account information that is used for billing through the team website is stored on a secure Team Unify server. No Atlantis coaches, members or website administrators have access to payment account information.

Group Placement Priority: In order to maintain coach-to-swimmer ratios, various sections of each group may be offered with each section being limited in size and having its own assigned practice times and locations. ***Please note that registered swimmers may only attend practices at their assigned practice times and locations.***

- ***Priority Registration for Returning Members*** - Placement priority will first be given to Returning Members during a special registration period before the start of the short course season each year. All swimmers who paid for at least one full two-month session of the immediately preceding annual season and their families are considered “Returning Members” IF they use the same account log-in email for registration AND do not have fees owed to Atlantis Swimming whether it is meet fees, swim fees or any other charges. Outstanding charges must be paid before registration can be completed. Returning Members will receive placement priority based on the time and date that online registration is completed. Returning members must adhere to the group assignments that will be posted prior to registration or their registration will not be approved.
- ***General Registration*** - After the priority registration period for returning members has closed, general registration for the season will be opened. Outstanding charges, if any, must be paid before registration can be completed. These registrants will receive placement priority based on the time and date that online registration is completed. New

swimmers must receive a group placement assignment from an Atlantis coach before registration can be completed.

Registration Status for Groups Reaching Capacity (Waitlists): If groups reach capacity, a wait list will be started for each group. In all cases the registration system may allow you to enter your payment information, but in the event that your group is at capacity, all registration fees will be refunded. You will receive an email indicating whether or not your swimmer has been added to the rosters.

Nonrefundable Registration Fees: Annual, one-time fees payable at the time of registration are described below; please see the current season's Atlantis Swimming Fee Schedule for specific fee amounts. These fees are in addition to the Group Training Fees described later in this section.

- **Annual Team Registration Fee** – An annual team registration fee is charged for all swimmers to help defray the team's administrative expenses and operating costs. This fee is charged at the time of registration and is nonrefundable except in the event that your group has reached capacity.
 - **Annual Payment Discount** - The Registration Fee is waived for those opting to pay group fees for a full year in advance at the time of registration.
 - **Multi-Swimmer Discount** – Families registering multiple swimmers will receive a discount on their registration fees; please see the current fee schedule for details. Swimmers do not need to be registered at the same time to receive the discount. Upon registration of an additional swimmer you will be charged the full registration fee and then receive a credit to your account for the discount before the end of the next full billing cycle. Families that register multiple swimmers under the Annual Payment Option will receive the multi-swimmer discount against their group training fees. Masters swimmers do not count toward the multi-swimmer discount.
- **USA Swimming Fee** - Our "Parent" organizations are USA Swimming and Michigan Swimming (our Local Swim Committee or "LSC"). It is required that all athletes swimming on a USA Swimming team pay a fee in order for the team to maintain liability insurance coverage and other benefits from USA Swimming and their sponsoring LSC. This fee is charged at the time of registration and is nonrefundable except in the event that your group has reached capacity.

Group Training Fees & Automatic Recurring Payments: Atlantis Swimming charges group training fees in advance of each bi-monthly session; please see the current season's Atlantis Swimming Fee Schedule for specific fee amounts. Group training fees for your first session are charged at the time of registration and will be prorated if registration occurs during a bi-monthly group training fee cycle. Subsequent session fees will be charged automatically to your credit card or ACH account on the 1st day of each bi-monthly session.

- **Team Withdrawal Procedures/Notice Requirement** - *Once you have signed up for your first session with Atlantis Swimming, your account will be billed for all*

subsequent sessions for the remainder of the season unless written notice of withdrawal is sent to bbaswimming@gmail.com with confirmation of receipt at least 1 month prior to the next billing cycle; group training fee billing cycles occur on November 1st, January 1st, March 1st, May 1st and July 1st. For example, if you are a registered member but you wish to withdraw from the program starting in January, written notice must be received by December 1st or you will be charged full bi-monthly dues on January 1st. Multiple cancellation notices, within one swim year, may be subject to a re-registration fee at the discretion of the Atlantis Board.

- **Refunds Within 2 Weeks of Registration** - These fees are refundable if written notice of withdrawal is received by email to bbaswimming@gmail.com with confirmation of receipt within two weeks of registration. During subsequent billing cycles there will be no refunds or proration for withdrawals.
- **High School Girls** – If you register for the High School Girls group, you will be charged a transition fee on November 1st to cover the training fee for the remainder of the month following the high school season and December. The team billing system will then begin charging your account automatic recurring Senior group training fees on January 1st until the end of the Atlantis season or until written notice of withdrawal is sent to bbaswimming@gmail.com with confirmation of receipt at least 1 month prior to the next billing cycle. Registered High School swimmers may attend Atlantis morning and weekend workouts during their high school season.
- **High School Boys** – If you register for the High School Boys group, you will pay the initial two-month Senior group training fee during registration and on November 1st you will be charged a transition fee to cover your training fees until the start of the high school season as well as training fees between the end of the boys high school season and April 30. No fees will be charged during the boys high school season. The team billing system will begin charging your account recurring Senior group training fees on May 1st until the end of the Atlantis season or until written notice of withdrawal is sent to bbaswimming@gmail.com with confirmation of receipt at least 1 month prior to the next billing cycle. Registered High School swimmers may attend Atlantis morning and weekend workouts during their high school season.
- **Middle School Swimmers** - With middle school swim seasons being so much shorter than the high school seasons, the Club does not offer special sessions for middle school swimmers. Our experience has been that many middle school swimmers continue to train with our team while training with their middle school teams.
- **Group Changes** - Swimmers may change practice groups when it is recommended by their current group head coach and agreed upon by the coach of the practice group to which they are moving. If a group change occurs between billing cycles, your account will be charged/credited for the prorated group price differential for the remainder of that billing cycle. However, if your swimmer is registered for the Silver, Gold or Senior Racing Team but fails to meet the minimum commitment standard of that group, they can be moved to the non-Racing Team group, forfeiting any additional fees paid for the Racing Team.

Other Fees and Charges including Volunteer Fines: The following fees and charges will be billed to your account as they are accrued.

- **Meet Fees** – For each of the competitions your swimmer enters, there will be meet and individual event fees charged by the host team. Relay fees will be paid by Atlantis Swimming. Notification of these fees can be found in the meet information packets for the respective meets. Atlantis will also charge members a fee for each local and travel meet they enter; please see the current Atlantis Swimming Fee Schedule for details. Once meet entries close, all meet fees are billable to member accounts and are nonrefundable even if a swimmer is unable to attend the meet.
- **USA Swimming Transfer Fee** - If your swimmer is transferring from another USA swimming club you will need to complete and submit a USA Swimming Transfer Form to our membership committee; please advise the membership committee of the need to transfer. The payment of the transfer fees will be added to your account and is nonrefundable.
- **Late Fees for Expired Credit Cards** - There will be a \$25 late fee charged to your account if a charge is denied to your account because of an expired or rejected credit card/ACH transaction or your account is not paid in full by the 15th of each month. The system will notify you by email when your credit card on file expires. You will need to log into your account and input a new valid credit card number or payment method. All charges are posted to accounts on the 1st of the month.
- **Fee For Missed Volunteer Obligation** - Failure to sign up and work the required number of volunteer sessions will result in your account being assessed a fee which will be charged to your account. It is the responsibility of each member to read the specifics of the requirement in the team handbook and/or the website and to fulfill its obligations in a timely manner. Questions about this obligation should be sent to the Special Events and Volunteer Coordinator (email address is on the team website).
- **Miscellaneous Fees & Charges** – There may be other fees and charges which can be assessed throughout the course of the season and could include purchases processed directly through the team, meet fines, special event charges, etc.

Refund Requests and Other Policy Exceptions Due To Special Circumstances: Any refund request or other policy exception due to special and/or unforeseen circumstances will require approval by the Board. These requests should be made in writing in a timely manner and emailed to baswimming@gmail.com. Refunds, if approved, will be posted to your account in 4 to 6 weeks.

Special Policies for Masters Swimmers: Masters swimmers that remain members in good standing with valid payment information on file will not need to re-register each year but will be subject to any swim fee increases that may be approved by the Board. All Masters swimmers must register each calendar year with US Masters Swimming (USMS) at www.usms.org. Proof

of USMS registration must be provided to Atlantis membership committee and coaching staff.

VI. ADDITIONAL MEMBERSHIP POLICIES

Expectations for Swim Parents: Our parents are very important members of our Club! Your thoughtfulness and good sense is appreciated in following the guidelines listed below.

- Parents are expected to complete all the steps necessary to register their swimmer with Atlantis Swimming and USA Swimming including transfer forms if necessary.
- Because our team is parent-run, parents are expected to be engaged and supportive members of the Club. This includes fulfilling financial and volunteer obligations to the Club in a timely manner and to be respectful and cooperative when interacting with coaches, swimmers, volunteers and other parents.
- Parents are expected to be familiar with the policies contained in this handbook, including those items in the appendix, as well as the information posted on the website which sometimes changes on a daily basis. The Atlantis Board reserves the right to change the policies contained herein and on the website and will communicate such changes to the membership. Emails from the team should be read in a timely manner. (Please see the Communication section of this handbook below.)
- Parents are expected to have their swimmers arrive on time (fifteen minutes prior to start of scheduled training) and prepared for the full swimming session. Parents are expected to ensure that younger swimmers are escorted to the pool deck; that swimmers have a ride available at the end of training and that children in their care are properly supervised when they are not in the pool, including siblings that are not swimming.
- To protect swimmers and coaches and for other liability purposes, USA Swimming prohibits parents on the pool deck during practice. Parents are encouraged to stay and view practices from designated spectator areas.
- Parents are expected to allow coaches the opportunity to coach swimmers. It is in the best interest of the swimmers that they do not receive conflicting advice from parents. Questions regarding training may be addressed with Lead Coaches after the instructional period, or by setting an appropriate meeting time.
- Parents are responsible for understanding the Atlantis Swimming philosophy regarding long-term athlete development and the impact of multiple program participation.
- Parents are expected (to their best ability) to support their children as they pursue their swimming goals. Athletes are successful when they are allowed ownership of their goals.

Parent Volunteer Requirements and Fines: Atlantis Swimming depends on dedicated parent volunteers to help provide a quality swim program for all of our athletes. Atlantis also hosts up to several swim meets and special events each year, during which Club volunteers staff positions

to ensure that the meet or special event runs smoothly and according to the rules and regulations set forth by Michigan Swimming and USA Swimming.

Each year the Board of Directors establishes a volunteer requirement for ALL member families and which is outlined in the appendix of this handbook. The purpose of this policy is to ensure all of our members contribute a reasonable amount of time and effort to support the Club. The number of sessions required is a minimum requirement and all families are encouraged to help out as often as they are able. Volunteer opportunities and signups will be available on the website on a first-come, first-serve basis. Questions about this obligation should be sent to the Special Events and Volunteer Coordinator (email address is on the team website).

Failure to sign up and work the required sessions will result in your account being assessed a fee which will be charged to your account. Please see this year's policy in the Appendix for specifics details.

Reimbursements: Authorized purchases made on behalf of the team are eligible for reimbursement. Receipts should be scanned and emailed to the team Treasurer (email address located on the website) and a check will be mailed to you.

Website, Hotline, Emails and Other Team Communications: In any organization, communication is a key issue. Experience teaches us that most problems can be avoided or handled more efficiently if there is clear and timely communication between the involved parties. Atlantis Swimming encourages open and frequent communication between its members, coaches and board of directors via the following methods.

- ***All Hail the Mighty Website!*** Our team website is THE administration and information hub for our Club and its importance cannot be overemphasized. Members are encouraged to visit the website frequently as changes are made to the site on almost a daily basis throughout the season. Some of its more important and useful features are listed below. If you ever have trouble with the website, please email the website administrator (email address can be found on the website).
 - ***Registration, Billing and Member Information*** – In order to become a member of Atlantis Swimming, members must register through the website and submit a credit card number for billing (please see section V on Registration and Billing Policies above). It is very important that you maintain accurate contact information in your account while you are an active member.
 - ***Weekly Practice Schedules*** – Our practice schedules are posted on the website on a weekly basis. The schedule is subject to change depending on pool availability and it is revised accordingly from time to time. **Note: In the event of last minute changes, the coaches will update the Hotline 248-565-4090 and send an email to the members.**
 - ***Team Emails*** – Our coaches and parent administrators generate team emails through the website. You may receive emails from “Atlantis Swimming” or from specific individuals. Informational emails are sent on a rather regular basis and we encourage you to at least give a quick review of each one that is sent. The website allows senders to sort email addresses using several different filters and

- we do our best to be sure that you do not receive emails that are not relevant to you and/or your swimmer(s).
- **News and Announcements** – The home page of the website includes a section for team news and important announcements. Depending on the nature of the information, we may or may not send out an email alerting you of newly posted items.
 - **Swim Meet and Team Event Information and Calendar** – All of our swim meet and team event information is posted on the website. We host a number of non-swimming educational, social and team-building events throughout the season and your family’s full participation in these events is highly encouraged!
 - **Meet Entries** – This is a biggie! All of our meet entries are done online and it is important that you stay on top of all meet information especially entry deadlines. More meet entry information is located in the Swim Meet section above.
 - **Volunteer Signups** – This is another biggie! Most of our volunteer signups are done online, first come first serve. Members will receive an email notice when signups are available.
 - **Swim Times Tracking** – You and your swimmer(s) will be able to track times achieved at meets through the website; please see the Swim Meet section above for more details.
 - **Coach Bios and Emails** – Information about our coaches is also posted on the website as well as email links for contacting them.
 - **Team Directory** – We do not publish a team directory. By logging into your online account you can access the team directory. You can also find online a listing of Board members and key parent volunteers with their contact information.
 - **Other Items of Interest** – Check out the website for photos, team records, pool locations, senior workout details, articles, links of interest and more!
- **Atlantis Hotline** - Always call the Hotline before heading out the door to practice. The Atlantis Hotline number is **248-565-4090**. Voicemails can also be left at the end of the Hotline message.
 - **Emailing the Team** - Our coaches, board members, and key parent volunteers can be contacted via e-mail; email addresses are available on the website. If you are unsure who to contact about a question or concern, please send an email to bbaswimming@gmail.com. Please be patient in awaiting a response—our coaches and parent volunteers are not always immediately available to reply within 24 hours, but will do their best to respond in as timely a manner as possible.
 - **Face-To-Face Communication** - Coaches are typically available for in person conversations before and at the end of most practices. Other parents are often great

sources of information and members should reach out to one another during practices, meets and other team events.

- **Snail Mail** - In general we do not send team communications via snail mail. However it is still important that you keep a current mailing address updated in your account in the event we need to send items to your home.

Photo Policy: By registering with the team, members understand that photos of swimmers are occasionally taken at team functions which may be used for publicity and team-building purposes that may include, but is not limited to posting on the team website. We welcome high-quality digital photos of our swimmers, coaches, parents and volunteers engaged in team activities. Please send an email to our Photo Coordinator (email address on the team website) if you have photos which you would like to submit. In order to protect our team and its members, coaches, parents and volunteers, we ask that you do not post any photo on personal websites that may jeopardize the reputation and good name of our team and/or its members, coaches, parents and volunteers.

Closing Comments from USA Swimming: The following piece was excerpted from the USA Swimming article “The Benefits of Swimming” available at www.usaswimming.org.

While winning is nice, while setting a record, getting a best time, or making a qualifying time feels good, we hope that our young athletes learn more than, “It is great to swim fast.” Nowhere in human history or theology do we learn that the ability to swim fast holds a very high priority in the grand scheme of the universe. From a practical standpoint, over-emphasis on speed, times and achievements will eventually end in frustration. No matter how fast a young athlete swims, there will probably be another swimmer in the next town, state, or country, swimming faster, if not now, then next month. So as coaches and parents, ask yourselves:

- *Did the child learn to swim with more skill this past season so he or she is both stronger and safer in the water?*
- *Did the child learn to exhibit initiative, wanting to come to the pool and do the practice without having to be constantly pushed or prodded by parents and coaches?*
- *Did the child learn something about unselfishness, sacrificing his or her personal wants for the good of others or the team?*
- *Did the child benefit from the competitive experience, learning how to handle winning and losing in our competitive society?*
- *Did the child learn more patience in overcoming obstacles, setbacks and problems?*
- *Did the child learn empathy?*

In a few years, the medals and ribbons will be laid aside and best times will be a hazy memory. The friendships that will develop and the life skills learned will carry on for a lifetime.

**WORK HARD.
SWIM FAST.
HAVE FUN!
GO ATLANTIS!!!**



**WWW.BBASWIM.ORG
(248) 565-4090**

APPENDIX A
BYLAWS OF THE BIRMINGHAM-BLOOMFIELD ATLANTIS SWIM CLUB

Article I Name

Section 1. The name of the non-profit corporation which is qualified under 26 USC501(c)(3) shall be the Birmingham-Bloomfield Atlantis Swim Club, hereafter called Atlantis Swimming and shall be managed at all times in such a manner as to qualify Atlantis Swimming for the 501(c)(3) exemption.

Section 2. The fiscal year of Atlantis Swimming shall commence on the 1st day of September each year and terminate on the 31st day of August of the following year.

Section 3. Atlantis Swimming shall be managed by a Board of Directors, herein called the Board, acting in accordance with these bylaws.

Article II Purpose

Section 1. Atlantis Swimming shall be organized as an advisory and sponsoring group for the sport of competitive swimming for Birmingham, Bloomfield and the surrounding communities.

Section 2. To encourage the physical and mental development of its participants, through swimming.

Section 3. To uphold the standards of "USA" Swimming, Inc" and "Michigan Swimming, Inc" as they relate to competitive swimming.

Section 4. To offer a year round age-group program that will fit all ability levels from novice to National competition.

Section 5. To encourage and assist participants in the development of sportsmanship.

Article III Board of Directors

Section 1. The Board of Directors (hereafter called the Board) shall consist of no fewer than five (5) and no more than ten (10) Directors including the Officers as provided in Article IV. Each Director will have one vote, with the exception that the President shall vote only in the case of a tie. Each Director must be a member in good standing.

Section 2. The following persons shall serve as ex-officio non-voting Directors during the time period in which they meet the defined status:

- a. The immediate Past President if he/she continues to be a member in good standing of Atlantis Swimming.
- b. The Head Coach of Atlantis Swimming.

Section 3. The term of each elected Director shall be two years. The maximum period an individual may serve on the Board will not exceed 8 consecutive years. All candidates for Directors nominated must be members in good standing.

Section 4. Election of Board of Directors

- a. Elections-Elections of new Directors will be held at the spring annual membership meeting, which shall be conducted immediately before the spring banquet at the conclusion of the short course season.

Nominees receiving the greatest number of votes will take office (begin their term) at the end of the annual membership meeting where he/she was elected.

b. Vacancies-In the event of a vacancy other than normal term expiration, the Board shall invite a member in good standing to serve as a Director until the date of the next spring annual membership meeting.

Section 5. Removal of Directors from Office-Any Director may be removed from office with or without cause, by two-thirds (2/3) majority vote of all other voting Directors.

Section 6. Meetings of the Board-Meetings of the Board of Directors may be held no less frequently than six (6) times per year. Two-thirds (2/3) of the voting Directors shall constitute a quorum. Any meeting may be held by conference telephone or similar communication equipment, so long as all Directors participating in the meeting can hear one another and all such Directors shall be deemed to be present in person at such meeting.

Section 7. In the event that important Atlantis Swimming business must be voted on between regular meetings of the Board, a vote by each individual Director may be taken by telephone or electronically and tallied by the President and Secretary. That result shall be the will of the Board as long as a quorum is satisfied.

Section 8. Powers of the Board-The Board shall regulate and supervise the management and operations of Atlantis Swimming. It shall attend to all internal affairs of Atlantis Swimming, and shall make such arrangements for carrying on the business as it deems best.

a. These powers shall include budget preparation and approval, adoption of policies and procedures pertaining to club operations, entering into any contracts or agreements necessary to carry out the purposes of Atlantis Swimming.

b. The Board has authority to establish committees to promote the interests and activities of Atlantis Swimming. Such committees may be comprised of both Directors and members.

Article IV Officers; Powers and Duties

Section 1. The Officers of the Board shall be a President, Vice-President, Secretary and Treasurer and shall be chosen each year by majority vote of the elected Directors within (2) two weeks immediately following the spring annual membership meeting. All Officers must also serve as voting Directors. If an Officer is not already an elected Director, his/her selection as an Officer shall also constitute his/her appointment to the Board until the date of the next spring annual membership meeting. To serve as President, a member must have served on the Board for at least one year immediately prior to his/her selection as President.

Section 2. The Executive Committee of the Board shall consist of the four (4) Officers and shall meet as deemed necessary and carry out the business of the organization in the event an immediate decision needs to be made.

Section 3. The **President** shall:

a. Call meetings of the Directors, prepare agendas and preside at all meetings of the Directors.

b. Have general and active management of the business of Atlantis Swimming, ensuring that all decisions related to Atlantis Swimming are made in the general interest of the entire organization.

c. See that all orders and resolutions of the Board be carried into effect.

d. Chair any regular or special meetings of the Membership.

e. Appoint any committees, subject to approval of the Board, to undertake specific projects or otherwise to further the interest of Atlantis Swimming.

- f. Perform such other duties as the Board may direct.
- g. Break all voting ties of the Board or Membership.

Section 4. The **Vice-President** shall:

- a. In the absence of the President, or in case of the President's inability to perform the duties of the President, in conjunction with the Secretary, will have all the powers of the President and the two of them acting together shall see that all orders and resolutions of the Board are carried into effect.
- b. Shall work in conjunction with the President and the Board to perform any duties as each may direct.
- c. Conduct periodic reviews of the Bylaws of Atlantis Swimming and prepare proposed bylaw amendments for consideration of the Board and Atlantis Swimming as a whole.
- d. Monitor and facilitate the activities of all Atlantis Swimming committees.

Section 5. The **Secretary** shall:

- a. Record and keep separately the minutes of all meetings of the Directors or the Membership or both, which shall be presented before the next applicable meeting for approval.
- b. Have charge and care of the corporate records of Atlantis Swimming together with the bylaws.
- c. Conduct the general correspondence of the Club and perform such duties as are appropriate for the office of Secretary or as the Board directs.
- d. Be responsible for the timely sending of notices of meetings and for keeping the Membership informed of actions by the Board or of issues that the Board or other members may bring before the membership.

Section 6. The **Treasurer** shall:

- a. Keep accurate and complete records at all times, showing the financial condition of Atlantis Swimming with monthly, seasonal and annual reports.
- b. Disburse the funds of Atlantis Swimming as ordered by the Board, keeping proper records of such disbursements.
- c. Prepare and/or review the budget and fee structure for the current and upcoming year.
- d. Serve as an ex-officio member of all standing and special committees involving Membership and Budget.
- e. Perform any other duties as appropriate for the Office of Treasurer or as the Board may direct.
- f. Collect and deposit all monies in the name of and to the credit of Atlantis Swimming in such depositories as the Board may direct.
- g. Be able to be bonded as provided in Article VIII Section 4.

- a. Section 7. In the event of a vacancy of an Officer, the Board shall appoint another member in good standing within two (2) weeks of the effective date of the vacancy to serve in the vacated office until the date of the next spring annual membership meeting.

Section 8. **Indemnification of Directors of the Board** – Atlantis Swimming shall indemnify and save harmless any individual against the expense of any action, suit or proceedings in which they are made a part by reason of his being or having been a Director, Officer or duly authorized agent of Atlantis Swimming, except in relation as to matters to which they shall be adjudged in such action, suit or proceedings to be liable for gross negligence or willful misconduct in the performance of their duties. This right shall extend to all such persons, their successors, heirs and legal representatives.

Article V Bylaws

Section 1. Bylaws-These bylaws, duly adopted on April 21, 2013, succeed and take the place of any and all bylaws and amendments thereto which are declared null and void.

Section 2. Amendments- Amendments to the bylaws can be made by the Board of Directors or the membership. A two-thirds (2/3) majority vote is required by the appropriate entity.

Section 3. Interpretation-Any question as to the proper interpretation of any provisions of these bylaws shall be determined by the Board.

Article VI Membership

Section 1. The benefits and services of Atlantis Swimming shall be made available to any person who desires to participate in the programs offered by Atlantis Swimming and who is physically able to do so, regardless of gender, race, color, religion, sex, or national origin.

Section 2. There shall be one class of membership in Atlantis Swimming, granted annually each fiscal year, consisting of the minor children and adults who participate in the programs offered by Atlantis Swimming and the parents or legal guardians of and living with minor children who participate in the programs offered by Atlantis Swimming.

Section 3. No member shall be a member in good standing of Atlantis Swimming unless that member has paid the applicable dues and fees, including any dues and fees outstanding from prior years, and remains current.

Section 4. Active membership in Atlantis Swimming shall be limited to each family who has paid fees for the current billing period. Only active members in good standing can participate in the programs offered by Atlantis Swimming. Each swimmer athlete must also be a member of "USA Swimming" or "US Masters Swimming".

Section 5. Each family that is a member in good standing of Atlantis Swimming shall have one (1) vote at any general or special meetings of the membership. Such vote shall only be exercised in person by an adult and, in the event the adults in a member family fail to agree how such vote should be cast, then the vote shall be disallowed.

Section 6. Membership shall terminate automatically if the requirements of Article VI are not met or if the Board determines that a member has engaged in conduct materially and seriously prejudicial to the interests and purposes of Atlantis Swimming. A Member may resign their membership at any time by written notice to the Secretary, but the resignation will not be effective until all obligations to Atlantis Swimming have been paid in full.

Article VII Dues, Fees, Participation

Section 1. Dues and fees shall be established by the Board in such a manner to be sufficient to provide for the anticipated expenses of Atlantis Swimming.

Section 2. The Board shall be responsible for establishing the annual payment schedule and the appropriate policies governing payment of said dues and fees.

Section 3. If membership dues and fees remain unpaid for 15 days after they are due, the member in default shall receive notice.

Section 4. Changes in Swimmer Group status- In the event that a group assignment is changed during the year, the resulting change in dues shall be computed on a pro rated basis. Extra dues or fees shall be payable immediately. Excess dues or fees paid shall be promptly refunded.

Section 5. Participation-A quality program as conducted by Atlantis Swimming requires active participation of all members in the hosting and staffing of swim meets at various levels of competition and in other Atlantis Swimming activities. Membership carries with it the obligation to participate in these activities.

Article VIII Accounting, Budget and Finance

Section 1. Audits and Taxes

- a. The President and Treasurer shall meet two times each year to review the financial books Atlantis Swimming.
- b. An independent Certified Public Accountant shall prepare the tax returns for the Club each year and the CPA shall be chosen and approved by the Board.

Section 2. Budget-An annual budget for the appropriate fiscal year shall be prepared by the Treasurer and President. The budget must be approved by a 2/3 majority of the Board.

Section 3. Reimbursement-Officers, Directors, or members may be reimbursed for reasonable out of pocket expense made on behalf of Atlantis Swimming, but shall otherwise not be compensated monetarily.

Section 4. Bonding-All Directors or employees who are responsible for any of the funds of the club shall be bonded by an insurance company. (i.e., president, treasurer, etc.)

Article IX Dissolution

Section 1. Upon dissolution, the net assets of the Birmingham-Bloomfield Atlantis Swim Club shall not inure to the benefit of any private individual or corporation, and shall be distributed to an organization operated exclusively for charitable or educational purposes, preferably related to swimming. The Board of Directors shall determine this distribution.

Section 2. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private person, except that the corporation shall be authorized and empower to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

Section 3. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign or benefit of any candidate for public office.

Section 4. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by corporation exempt from income tax under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation.

APPENDIX B

USA SWIMMING CODE OF CONDUCT ARTICLE 304

304.1

The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

304.2

Any member or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct.

304.3

The following shall be considered violations of the USA Swimming Code of Conduct:

.1 Violation of the right to compete provisions set forth in 301.1 through 301.4.

.2 Violation of the anti-doping provisions set forth in 303.3 or 303.4.

.3 Discrimination in violation of any part of the USA Swimming Rules and Regulations or the Amateur Sports Act which requires that USA Swimming must provide: "an equal opportunity to amateur athletes; coaches, trainers, managers, administrators, and officials to participate in amateur athletic competition, without discrimination on the basis of race, color, religion, age, gender, or national origin."

.4 Violation of any of the Athlete Protection Policies set forth in Article 305

.5 Violation of any of the Sexual Misconduct Reporting Requirements set forth in Article 306.

.6 Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, (iii) any crime involving sexual misconduct, or (iv) any criminal offense against a minor.

.7 Any sexual conduct, advance or other inappropriate sexually oriented behavior or action directed towards an athlete by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the affairs or activities of USA Swimming (whether such adult is a member or not). Any nonconsensual physical sexual conduct, or pattern of unwelcome advances or other sexual harassment in connection with or incidental to a USA Swimming-related activity by any person participating in the affairs or activities of USA Swimming (whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of USA Swimming.

.8 The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.

.9 The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over, that athlete.

.10 The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.

.11 The abuse of alcohol in the presence of an athlete under the age of 18, by a coach, official, trainer of, or a person who, in the context of swimming, is in a position of authority over that athlete.

.12 Physical abuse of an athlete by any person who, in the context of swimming, is in a position of authority over that athlete.

.13 Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.

.14 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming-sanctioned competition.

.15 Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:

A Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming, or

B Placed in or on any item that is sold.

In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

.16 Violation of any team misconduct rule as established by the USOC, USA Swimming, any Zone or LSC team authority.

.17 Any other material and intentional act, conduct or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, a LSC or the sport of swimming.

EXCERPTED FROM USA SWIMMING RULEBOOK

APPENDIX C

USA SWIMMING BEST PRACTICE GUIDELINES FOR ATHLETE PROTECTION

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Two-deep Leadership: One coach member and at least one other adult who is not in the water should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.
4. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
5. Coaches should not invite or have an athlete(s) to their home without the permission of the athlete's parents (or legal guardian).
6. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
7. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
8. During overnight team travel, if athletes are paired with other athletes they should be of the same gender and similar age. Chaperones and/or team managers would ideally stay in nearby rooms.
9. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
10. Where a chaperone or team manager is included, the chaperone(s) or team manager(s) should be of the same gender as the athletes and written consent should be given by the athletes' parents (or legal guardian).
11. Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.
12. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.
13. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
14. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
15. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.
16. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
17. Coaches should not engage in sexual intimacies with a former athlete for at least two years after the cessation or termination of professional services.

Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after the two years following cessation or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:

1. The amount of time that has passed since the coach-athlete relationship terminated;
2. The circumstances of termination;
3. The athlete's personal history;
4. The athlete's current mental status;
5. The likelihood of adverse impact on the athlete and others; and
6. Any statements or actions made by the coach during the course of the athlete-coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.
7. Both the athlete and the coach must be 18 years of age or older.

www.usaswimming.org/protect

APPENDIX D

CDC'S HEADS UP! PARENT CONCUSSION INFORMATION SHEET

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just “not feeling right” or “feeling down”

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION OR OTHER SERIOUS BRAIN INJURY?

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture. However, helmets are not designed to prevent concussions. There is no “concussion-proof” helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

(continued on next page)

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

- 1) **SEEK MEDICAL ATTENTION RIGHT AWAY.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.
- 2) **KEEP YOUR CHILD OUT OF PLAY.** Concussions take time to heal. Don't let your child return to play the day of the injury and until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a repeat concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
- 3) **TELL YOUR CHILD'S COACH ABOUT ANY PREVIOUS CONCUSSION.** Coaches should know if your child had a previous concussion. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

For more information, visit www.cdc.gov/Concussion

APPENDIX E

2013-2014 ATLANTIS SWIMMING ANNUAL TRAINING PLAN – ALL GROUPS

September: Back to pool! Set goals for the upcoming year. Review safety, stretching, strategy, and skills. Introduce and practice new skills. Take baseline measurements in growth, skill, and strength for the upcoming year.

October: All around skill development with a focus on improving each facet of training: skill, stretching, strategy, and strength. First recital/swim meet of the season: this is a time to show how much one has improved since last October. Swimmers are challenged to demonstrate their IMX skills at personal best levels.

November: All around skill development with a focus on improving each facet of training: skill, stretching, strategy, and strength. Continue to demonstrate skill advancement in all strokes and proficiency in all distances. Second meet of the year to reinforce IMX improvement and distance events.

December: Take baseline measurements to monitor progress in growth, skill and strength development. Continue all around skill development with emphasis on all facets of training. Third meet of the year to swim full slate of events emphasizing favorites balanced with IMX/distance.

January: Continue all around skill development with emphasis on all facets of training. Rewrite goals for the year based on first three months of training. Demonstrate significant improvement in weakest IMX events and freestyle endurance. Fourth meet of the season goal is to demonstrate endurance improvements and improve IMX scores.

February: Continue all around skill development with emphasis on all facets of training. Begin focus on favorite events for championship season. Fifth meet of the season is to achieve lifetime-best performances in most challenging events.

March: Take baseline measurements to monitor progress in growth, skill and strength development. Prepare for championships at all levels! Zero in on precise improvements needed to achieve specific goals. Celebrate championship swimming, and return to training to give special attention to areas noted for improvement.

April: Take a short break and get back in the pool! Review safety, stretching, strategy, and skills. Rewrite goals for the year based on first three months of the year training. Introduce and practice new skills. All around skill development with a focus on improving each facet of training: skill, stretching, strategy, and strength.

May: All around skill development with a focus on improving each facet of training: skill, stretching, strategy, and strength. First recital/swim meet of the long course season: this is a time to show how much one has improved since last May. Swimmers are challenged to demonstrate their IMX skills at personal best levels.

June: Take baseline measurements to monitor progress in growth, skill and strength development. Continue all around skill development with emphasis on all facets of training. Demonstrate significant improvement in weakest IMX events and freestyle endurance. Second meet of long course season to focus on distance and IMX improvement.

July: Prepare for championships at all levels! Zero in on precise improvements needed to achieve specific goals. Celebrate championship swimming, and return to training to give special attention to areas noted for improvement.

August: Prepare for championships at all levels! Zero in on precise improvements needed to achieve specific goals. Celebrate championship swimming, and return to training to give special attention to areas noted for improvement.

APPENDIX F
2013-2014 SHORT COURSE MEET SCHEDULE¹
REVISED JANUARY 1, 2014

October 18-20	OLY A/B*	(Qualifying athletes in all groups)	Oakland U.
November 1-3	Atlantis IMX **team hosted meet**	(Athletes in all groups)	Waterford, MI
November 16-17	IMXtreme Games* (travel meet)	(Qualifying athletes ages 9-16)	IUPUI
November 16-17	SAC A/B/C	(Athletes not eligible for IMX Games)	Novi HS
November 22-24	CW Senior Prelim/Final Meet	(All Senior/Senior Racing athletes)	University of MI
December 5-7	Winter Nationals*	(All qualifying Senior Racing athletes)	Knoxville, TN
December 6-8	LL A/B/C	(Athletes in all groups)	Lake Orion HS
December 6-7	Atlantis-Hosted Tri-Meet (NEW MEET)	(Athletes in all groups)	Groves HS
December 12-14	Winter Juniors*	(All qualifying Senior Racing athletes)	Greensboro, NC
January 3-5	Mid-States Quad Meet* (14 & Under)	(Qualifying athletes in all groups)	IUPUI
January 17-19	RAYS/JAWS A/B/C **team travel meet**	(Athletes in all groups)	Grand Rapids, MI
Jan. 31-Feb 2	USSC B/C (NOTE DATE CHANGE)	(Athletes not eligible for MI Open)	Stoney Creek HS
February 8	8 & Under B/C	(All athletes ages 8 & under)	Lake Orion
February 14-16	MI Open*	(Qualifying athletes in all groups)	Oakland U.
February 21-23	Age Group Districts	(Eligible athletes in all groups)	(location TBA)
Feb. 28-Mar 2	Age Group JO's*/SR Festivals	(Qualifying athletes in all groups)	(location TBA)
March 7-9	MI 12 & Under States*	(Qualifying athletes in all groups)	Oakland U.
March 11-15	NCSA Juniors*	(All qualifying Senior Racing athletes)	Orlando, FL
March 14-16	MI 13 & Open State Meet*	(Qualifying athletes in all groups)	Zeeland HS
March 15	8 & U Season Finale	(All athletes ages 8 & under)	Walled Lake, MI
March 28-30	Sectionals*	(Qualifying athletes in all groups)	IUPUI

¹**Changes to the Meet Schedule:** Changes to the posted meet schedules may occur from time to time. In some cases, a scheduled team meet may become over-subscribed such that our team will be unable to participate in that meet. At other times the Head Coach may determine that insufficient swimmers have committed to a meet to make the team's participation in the meet meaningful and worthwhile. Informal "intra-squad" competitions and sanctioned and unsanctioned dual-team meets are also likely to be added to the schedule and may supplant other scheduled meets. In these cases online and email notification of the changes will be made to team members.

***Meet Requires Qualifying Times**

APPENDIX G
2014 LONG COURSE MEET SCHEDULE
[TBA SPRING 2014]

APPENDIX H
2013-2014 ATLANTIS SWIMMING FEE SCHEDULE

	Speedster	Bronze	Silver	Gold	Senior	HS Girls	HS Boys	Masters
Club Registration Fee (1)	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$100 (new swimmers)
USA Swimming Fee (2)	\$62	\$62	\$62	\$62	\$62	\$62	\$62	(must prove USMS registration)
Bi-Monthly Session Fee (3)	\$170	\$200	\$250	\$300	\$350	\$350	\$350	\$75 (Monthly)
HS Transition Periods	-	-	-	-	-	\$200 (Mid Nov - Dec)	\$200 (Nov; SC Champs - April)	-
Year Total	\$1,277	\$1,457	\$1,757	\$2,057	\$2,357	\$1,857	\$1,507	\$950 (returning) \$1050 (new)
Racing Team Surcharge (4) (5)	-	-	TBD	\$200	\$200	\$150	\$150	-
Annual Option (6)	\$1,082	\$1,262	\$1,562	\$1,862	\$2,162	\$1,662	\$1,312	\$950 (new only)
Team Meet Fee (Local / Travel) (7)	\$5 / \$20	\$5 / \$20	\$5 / \$20	\$5 / \$20	\$5 / \$20	\$5 / \$20	\$5 / \$20	-

(1) A multi-swimmer discount (not to include Masters swimmers) will apply to the registration fee as follows: 1st swimmer - no discount; 2nd swimmer - \$75 discount; 3rd swimmer - \$150 discount; 4th (or more) swimmer - \$195 discount.

(2) Atlantis charges the prevailing fee at the time of registration.

(3) The bi-monthly session fee will be charged at the beginning of September, November, January, March, May and July unless timely notification is provided to Atlantis per club policy - see the Atlantis Team Handbook for details.

(4) The Racing Team surcharge covers additional coaching, video stroke analysis, special events, and Racing Team swimmer merchandise. The reduced surcharge for high school swimmers reflects time away from Atlantis during high school racing seasons. The fees will be charged as follows: Gold/Senior \$100 on Oct. 1 & Jan. 1; HS Boys \$150 on Oct. 1; HS Girls \$150 on Jan. 1. Swimmers joining these groups after these dates must still pay the full surcharge amount but may be eligible for a discount.

(5) A Silver Racing Team may be added based on an assessment of demand during the first season session (September - October).

(6) The Annual Option reflects a one-time payment at the beginning of the swim season. Annual members will also receive the multi-swimmer discount if applicable – see the Atlantis Team Handbook for details.

(7) A team meet fee is charged per swimmer per meet of \$5 for local meets (<50 miles) and \$20 for travel meets to cover coach expenses; these fees are in addition to any fees charged by the meet host.

APPENDIX I

2013-2014 ATLANTIS SWIMMING VOLUNTEER REQUIREMENTS AND FINES

As you know, it takes many hands to make our team run smoothly and successfully. Our volunteers are the “team behind the team”, and our coaches and kids are thankful for the time and energy committed by each of our families. The annual obligation ensures the team gets the support it needs. Truthfully, this obligation should be considered a minimum amount of service as we have a need for even more volunteer hours over the course of the season. Questions about the annual volunteer obligation should be sent to our Special Events and Volunteer Coordinator (email address on website).

Obligation Details: *As a condition of registration, every Atlantis family is responsible for working at least 2 volunteer sessions during the 2013-2014 season (September 2013-August 2014), and will be charged \$75 per missed session. These charges will be processed on April 1, 2013, even if you have withdrawn from the program. Additionally, if you sign up for a session and are more than 30 minutes late, you will be charged \$75 for that session. Requests for exceptions due to special and/or unforeseen circumstances will be taken into consideration by the Board on a case-by-case basis.*

There are also several open committee positions including special events chairpersons that need to be filled, and we hope that you will consider sharing your time and talent in one of those roles in lieu of specific session duties. These positions are a great way to get more meaningfully involved with the team, and will more than satisfy your annual family volunteer obligation. If you are interested in one of these roles, please send an email to Beth Miller, our Special Events and Volunteer Coordinator.

General Signup Procedures: Most of our event signups (other than committee positions) will be handled through our website on a first come, first serve basis.

- An email will be sent to everyone shortly after signups for an event are opened, and a link will connect volunteers to the Event Page on the website.
- The link will be identified by a “Job Signup” button located in the top-right corner of the email. There will also be a “Job Signup” button on the website home page next to the event listing.
- You must be logged-in to sign up.
- To signup, check the box next to the open slot you wish to fill and then click the “Signup” button at the bottom of the page. If your signup is successful, you will see your name listed in the numbered slot on the page.
- Any adult may work a session on your behalf, and teenagers under the age of 18 may work with the prior approval of the Chairperson of the event in which the session is scheduled. Accordingly, please be sure to add the name and phone number of the person that will be working the session when you signup.
- Remember that signups will be on a first-come, first-served basis, so register early for times that best fit your calendar!

Thank you in advance for your support and service!

APPENDIX J
2013-2014 CALENDAR OF SPECIAL TEAM EVENTS
[COMING SOON]