



# **INFORMATION BOOK**

**for swimmers & families**

**2021-2022 Swim Season**

This document has been prepared by the AOST Board of Directors and Head Coach. It should provide answers to just about every question but please reach out to the Board or Coach if further details are needed.

# INFORMATION BOOK

For swimmers & families

## TABLE OF CONTENTS

<b>1. TEAM HISTORY</b>	<b>Page 2</b>
<b>2. TEAM PHILOSOPHY</b>	<b>Page 2</b>
<b>3. TEAM STRUCTURE</b>	<b>Page 2-3</b>
a) GENERAL	
b) COACHES	
c) BOARD OF DIRECTORS	
<b>4. POLICIES &amp; PROCEDURES</b>	<b>Page 3</b>
<b>5. SAFE SPORT – ATHLETE PROTECTION POLICIES &amp; RULES</b>	<b>Page 4</b>
<b>6. COMMUNICATION</b>	<b>Page 4</b>
<b>7. REGISTRATION AND FORMS</b>	<b>Page 5</b>
a) ADDISON OTTERS SWIM TEAM REGISTRATION	
b) MT. ABRAHAM UNION HIGH SCHOOL STUDENTS	
c) USA SWIMMING/ ADIRONDACK LEAGUE REGISTRATION	
<b>8. FEES STRUCTURE</b>	<b>Page 6</b>
a) MEMBERSHIP FEES	
b) SIBLING DISCOUNT	
c) MEET FEES	
d) MISSED EVENT FEES	
e) OUTREACH PROGRAM	
<b>9. PRACTICE SCHEDULES</b>	<b>Page 7</b>
a) SEASON START PRACTICE SCHEDULE	
b) SWIM GROUP PRACTICE SCHEDULE	
c) LATE PRACTICES	
<b>10. SWIM MEET INFORMATION</b>	<b>Page 8</b>
a) SWIM MEET SCHEDULE	
b) SWIM MEET SIGNUP	
c) SWIM MEET PREPARATION	
d) SWIM MEET TIMING ASSIGNMENTS	
e) TRAVEL TO SWIM MEETS	
<b>11. LENGTH OF SWIM SEASON</b>	<b>Page 10</b>
<b>12. EQUIPMENT</b>	<b>Page 10</b>
a) SUITS	
b) GOGGLES	
c) CAPS	
<b>13. INJURIES and ILLNESS</b>	<b>Page 11</b>
<b>14. EXPECTATIONS</b>	<b>Page 11-12</b>
a) MISSING PRACTICE OR SCHEDULING CONFLICTS	
b) BEHAVIOR	
c) SWIM DECK ETIQUETTE	
d) POOL AND LOCKER ROOM CONDUCT	
e) ELECTRONIC DEVICES	
f) MT. ABRAHAM UNION HIGH SCHOOL FACILTIES	
<b>15. SENIOR GROUP VOLUNTEER OPPORTUNITY</b>	<b>Page 12</b>
<b>16. HIGH SCHOOL SENIOR GIFT</b>	<b>Page 12</b>
<b>17. FUNDRAISING INCENTIVE</b>	<b>Page 12</b>
<b>18. VOLUNTEERS</b>	<b>Page 12</b>
<b>19. COMPLAINTS, CONCERNS AND SUGGESTIONS</b>	<b>Page 12</b>

## **1. TEAM HISTORY**

The Addison Otters Swim Team is a private club that was created in 1972 by community members wishing to establish a competitive swim team for local youth that would utilize the pool facility at Mt. Abraham Union High School.

AOST has been a member of the New England Swim League, but is currently a member of the Adirondack Swim League. Membership in the Adirondack Swim League better suits our team in terms of the length of season and driving distance to meets.

## **2. TEAM PHILOSOPHY**

The Addison Otters Swim Team is a competitive swim team that focuses on providing instruction and training in ways that encourage and support all swimmers to achieve their highest potential. It is the goal to have as many members as possible swim at the Silver and Gold Championship meets at the end of the season.

Along with training and improving technical swimming techniques, members have the opportunity to develop self-discipline and sportsmanship skills, along with a strong sense of responsibility and independence. While learning these life-long lessons, it is the intent that all swimmers develop an appreciation for the sport and thoroughly enjoy swimming.

## **3. TEAM STRUCTURE**

### a) GENERAL

The Addison Otters Swim Team is a nonprofit corporation organized under the Vermont Nonprofit Corporation Act (11 V.S.A. Chapter 19), and has been filed as such with the Office of the Secretary of State since January 28, 1983. The team is a member of the Adirondack Swim League which is a member of USA Swimming. Practices are held at Mt. Abraham Union High School pool in Bristol, VT. All youth in grades K-12 are welcome to become members.

Members of AOST are individual members of the Adirondack Swim League and USA Swimming. Each swimmer is assigned a personal USA Swimming registration number. This number is used to identify swimmers when they sign up for meets.

As a benefit of being a member of the Adirondack Swim League and USA Swimming, swimmers receive accidental and secondary liability insurance, which is in effect while swimmers are participating in meets and practice sessions. Due to insurance reasons, non-members may not participate in practices or meets.

### b) COACHES

The Addison Otters Swim Team employs a Head Coach and an Assistant Coach if required. Coaches must meet all coaching requirements and certifications required to register as non-athlete members of both the USA Swimming and Adirondack Swim League.

The Head Coach is ultimately responsible for the coaching of all the swimmers on the AOST. The Head Coach makes long range plans for the team, supervises the assistant coach when one is employed, plans and supervises practices, critiques and tracks swimmer performance, approves meet entries, and cares for the welfare and progress of every swimmer on the team.

The Head Coach also communicates with and guides the Board of Directors with the main goal being to manage all aspects of the team keeping the best interest of all swimmers in mind.

The coaches for the 2021-22 season are:

Head Coach: Peter Bicknell

c) BOARD OF DIRECTORS

The 2019-2020 Board of Directors consists of the following volunteers. The officers are elected yearly at the annual meeting. Each member of the Board is required to meet all of the requirements necessary to register as non-athlete members of both the USA Swimming and Adirondack Swim League.

PRESIDENT:

TREASURER: Deena Miller – (home) 877-1312; (email) [deena\\_david@msn.com](mailto:deena_david@msn.com)

REGISTRAR: Martha Davis – (home) 802-355-0026; (email) [marthand@gmavt.net](mailto:marthand@gmavt.net)

SECRETARY: Julia Doucet – (cell) 802-999-4384; (email) [jgranddoucet@gmail.com](mailto:jgranddoucet@gmail.com)

In collaboration with the Head Coach, the Board of Directors is responsible for overseeing the operation of the team. The Board's main responsibilities are to:

- Work as a unit to support the team, coach(es), swimmers and families with the best interest of all members in mind.
- Ensure this Addison Otters Swim Team Information Book for swimmers & parents is current and approved by Board members at the start of each season.
- Manage the day-to-day operation and planning of the team.
- Oversee all financial and administrative aspects of the team, including setting and collecting fees, registering swimmers/ coaches/ team with the Adirondack Swim League, paying coaches, entering swimmers in meets, paying meet fees and overseeing fundraising efforts and team gatherings.
- Hold Board meetings throughout the season
- Ensure coach(es) and Board members are current on all required certifications.
- Hold annual meeting following the completion of the swim season to discuss finances, set goals for next season and elect officers.
- Address all suggestions, complaints and problems from coach(es)/ swimmers/ parents/ guardians in a timely and respectful manner.
- Ensure all USA Swimming Policies & Procedures, USA Swimming Safe Sport Policies and Rules, Adirondack Swim League Policies & Procedures and Addison Otters Swim Team Information Book for swimmers & families are available to and followed by all swimmers and their families.
- File appropriate Vermont State and Federal tax forms.

#### **4. POLICIES & PROCEDURES**

Addison Otters Swim Team coaches, members and families are required to abide by USA Swimming Policies and Procedures, the USA Swimming Safe Sport Policies and Rules (information below), Adirondack Swim League Policies and Procedures and this Addison Otters Swim Team Information Book for swimmers and families.

These are detailed documents that address all expectations of all people associated with the team as well as steps to take and people to contact if issues arise.

#### **\*\* NEW COVID-19 POLICY 2021-2022 SEASON:**

The Covid-19 pandemic has caused vast disruption across the country and in Vermont. Many lives have been lost and many people have experienced severe illness and disability. As a non-profit recreational swim team, the health and safety of Addison Otters Swim Team (AOST) coaches and swimmers, and their respective families, is a top priority.

The AOST board has adopted the following policies and procedures for the 2021-22 swim season. Please note that this policy is subject to change based on updated guidance from the CDC, VDH, and Mt. Abe Union High School. Questions or concerns about this policy or Covid may be directed to Julia Doucet at (802) 999-4384.

(Continued on page 4)

**Vaccination Status:**

- All coaches and athletes must be fully vaccinated by an FDA approved vaccine prior to participating in any practice or meet.
- Proof of vaccination is required prior to entering the pool room.
- Those 12 and up who would like to join the team must complete the full vaccination series and wait the subsequent two week period before being allowed on the team.

**Practice Procedures:**

Following guidance from the Centers for Disease Control and Prevention (CDC), all athletes must wear masks when not in the pool. This includes when in the locker rooms, hallways, and on the pool deck.

- Only swimmers and coaches will be allowed in the school building.
- All swimmers must enter and exit the high school building through the back door of the closest to the pool.
- Social distancing of 6' shall be maintained as much as possible.
- Swimmers and coaches may not attend practice or other team activities if they:
  - Do not feel well or have any symptoms of Covid-19
  - Have a temperature above 100.00° within the past 72 hours.
  - Have been in direct contact with anyone who has had Covid in the past two weeks.
  - Have been diagnosed with Covid and have not been cleared by a medical professional.

**If a Swimmer or Coach tests positive for COVID-19:**

- All AOST members must contact our Covid coordinator Julia Doucet at (802) 999-4384 or another board member if they receive a positive test for Covid.
- Close contacts will be identified and notified. Athletes who are considered close contacts will follow the VDH guidance for any necessary testing or quarantining. Currently, only those who are not fully vaccinated are expected to quarantine after exposure.
- Continuance of practice schedule will be contingent on guidance from the VDH

**5. SAFE SPORT – ATHLETE PROTECTION POLICIES & RULES**

Protecting our young athletes is all of our responsibility, as coaches, volunteers and parents. In order to create a positive experience and a safe environment for athletes, USA Swimming has developed a SAFE SPORT program that provides specific, mandatory policies that must be followed at all levels of the organization. Policies are enforceable by the National Board of Review process. Consequences for breaking a policy include but are not limited to, revocation of membership.

The Adirondack League and AOST have appointed Safe Sport Coordinators that serves as the primary contact at the LSC level for Safe Sport incident reporting, and are available to confidentially address any related questions or concerns. Adirondack Swimming General Chairperson may also be contacted to report Safe Sport issues. Contacts are as follows:

- AOST Safe Sport Coordinator: Martha Davis, marthand@gmavt.net
- AD Swimming Safe Sport Coordinator: Andre Paradis, [ajparadis@yahoo.com](mailto:ajparadis@yahoo.com), (315) 269-3880
- Adirondack Swimming General Chair: JoAnn Fawcett, [fawcettjm@aol.com](mailto:fawcettjm@aol.com), (518) 399-0494.
- Safe Sport resources: <http://www.usaswimming.org/protect>
- Safe Sport Handbook: <http://www.usaswimming.org/Rainbow/Documents/eca565d6-d11a-4c85-b5bd-307de73b6558/Safe%20Sport%20Handbook-FINAL.pdf>

## 6. COMMUNICATION

Team information can be found on the AOST website at [addisonotters.com](http://addisonotters.com). Emails will be sent from the website to members when information needs to be distributed to the team. However, we strongly encourage families to check the calendar on the website frequently. We will be keeping the calendar updated. ***Examples:*** school closings, cancelled/ changed practices, vacation practice schedules, or meet information.

***NOTE:*** Each family can have multiple email addresses for information to be sent. After you have signed in to the website ([addisonotters.com](http://addisonotters.com)), click on *My Account*, and you are able to add additional email addresses under the *Account Info* tab.

The AOST has a Facebook group page at <http://www.facebook.com/groups/283673788392070/>. This is used to post information similar to emails that are sent from the website. Everyone is invited to request acceptance to the AOST group Facebook page and post comments and pictures on the page. Please note that it is not updated as regularly as our website.

## 7. REGISTRATION

### a) ADDISON OTTERS SWIM TEAM REGISTRATION

As part of the AOST registration process, all swimmers and parents/ guardians must complete the on-line form which is available on our website at [www.addisonotters.com](http://www.addisonotters.com) (contact team Registrar if unable to access internet). This form contains parent contact information, medical information that is important for the coach to be aware of and other information required by the team, Adirondack League and USA Swimming. Your signature on this form acknowledges that you have access to USA Swimming Policies & Procedures, USA Swimming Safe Sport Policies & Rules, Adirondack Swim League Policies & Procedures and Addison Otters Swim Team Information Book for Swimmers & Parents and will abide by their content. No swimmer will be allowed in the pool until the registration process is completed.

To complete the AOST registration process and begin practice, the following is required from each swimmer:

- AOST on-line registration
- Mt. Abraham Union High School Hazing form, if necessary (see below),
- Birth Certificate for all new swimmers
- For 2021-2022 Proof of Covid-19 vaccination
- Membership fee as described in Section 8 of this document.

### b) MT. ABRAHAM UNION HIGH SCHOOL STUDENTS

All AOST swimmers that attend Mt. Abraham Union High School or Middle School, are required to sign and comply with the ***Mt. Abraham Student Athlete Hazing Forms***. Parents/ guardians are also required to sign these forms. By signing the forms, all Mt. Abraham Union High School students that swim on the AOST are eligible to earn a varsity letter for swimming. Eligibility is based on having participated in the sport of competitive swimming at a level in which the Head Coach feels merits a high school varsity letter for swimming. This level includes consistent attendance at practice, participation at swim meets throughout the season and attendance at either or both of the end of season Adirondack League Silver or Gold Championship meets. Swimmers attending high schools other than Mt. Abraham Union High School are welcome to make similar arrangements with their schools. This form will be posted on the team website prior to the start of the season. These forms are required to be submitted prior to the first practice.

### c) USA SWIMMING/ ADIRONDACK SWIM LEAGUE REGISTRATION

Upon completion of the AOST registration requirements, each swimmer will be registered as a member of USA Swimming and the Adirondack Swim League. Each swim family will be emailed a login and password to access their swimmer's account information on the AOST website and register for swim meets.

**NOTE: TRANSFERS FROM OTHER SWIM TEAMS** – The AOST accepts transfers from other teams. All previous commitments, including financial, must be met prior to AOST registration. AOST reserves the right to contact previous teams for verification.

## 8. FEES STRUCTURE

### a) MEMBERSHIP FEES

AOST is a private club. The income from Membership Fees and fundraising cover expenses, including but not limited to, employing a coach(es), USA Swimming and Adirondack League registration and swim meet fees. Each swimmer's family is responsible for payment of fees prior to the start of practice in accordance to the payment schedule below. Payments not made in accordance with the schedule are considered past due and swimmers will not be allowed to swim or sign up for meets until payment is current. This will be strictly enforced. Any swimmer with an outstanding balance (including dues, meet fees or missed event fees) as of January 1 will not be eligible to swim at the Silver or Gold Championship meets. The Treasurer will provide a list of swimmers with past-due balances to the Head Coach to enforce this policy. Post dated checks will not be accepted. Please note that the team will make reasonable accommodations for swim families who are experiencing a hardship. If this is the case, it is the parent/guardian's responsibility to notify the Treasurer to collaborate on creating a reasonable payment plan.

For this 2021-22 season we have the same fee for all swimmers regardless of age or number of sessions per week swimmers participate. This fee is lower for almost all eligible age groups and younger swimmers have greater opportunity for practices this season. Therefore, we are asking for full payment before Nov. 1 start date. It is the expectation that when registering, swimmers are committing to the entire season and full season payment is due even if a swimmer decides to not complete the season.

Ages 12-18:           \$400

(\$83 USA Swimming and Adirondack League Membership fees are included)

Optional Flex Membership: For swimmers that will not participate in more than 2 swim meets, Flex Membership is an option for \$50 discount. Swimmers may upgrade during the season if they choose to participate in more than 2 meets and pay additional \$50 at that time.

### b) SIBLING DISCOUNT

There will be no sibling discount for 2021-22 season.

### c) REFUNDS

In lieu of refunds, we offer several no-obligation "Try Us Out" dates prior to the season so swimmers have the opportunity to decide if the team is a good fit for them. Under special circumstances, refunds will be given up until November 15<sup>th</sup> less a \$100 administration fee (due to league memberships that are non-refundable to AOST). No refunds will be given after this date.

### d) MEET FEES

Swim meet fees are included in the Membership Fee with the exception of the New England League three-day Winter Knight Invitational meet held at St. Michael's College in Colchester, VT. Because the entry fees and event fees are much higher than Adirondack League meets, AOST may charge a fee to help offset the high cost of this meet. Information will be available on our online meet registration page.

### e) MISSED EVENTS FEES

Each member of the team is allowed to miss five individual events that they have entered, each season, without charge. A \$5.00 missed event fee will be charged for each missed event that exceeds five. No meets are exempt.

### f) OUTREACH PROGRAM

Adirondack and USA Swimming offer reduced USA Swimming Membership fees for qualified athletes. The purpose of this program is to provide competitive swimming opportunities to underrepresented and economically disadvantaged youth. If approved, Membership Fees will be reduced by \$74.00. Applications are posted under the Information tab on the AOST website.





## 9. PRACTICE SCHEDULES and DRY LAND TRAINING

Practices are held at the Mt. Abraham Union High School pool in Bristol, VT. To achieve the full benefit of the AOST program, practice should be attended regularly. Swimmers who miss practice may fall behind their group.

### a) SEASON START PRACTICE SCHEDULE

Each season starts with the practice schedule listed below. Swimmers are expected to be ready to swim at the times listed. Please notify the coach if your swimmer needs to leave practice early.

Ages 12-18	5 days per week options	4:00-6:00pm
	M, W, F dry land.	4:00-5:00 pm
	M, W, F pool training.	5:00-6:00 pm
	T, Th. Pool distance training.	4:00-6:00 pm

### b) SWIM GROUP PRACTICE SCHEDULE

The practice schedule (above) is a starting point with the eventual sorting of swimmers into the groups listed below. This process is directed by the coach(es). As the swim season progresses, swimmers move from one group to another dependent upon ability and commitment. These moves may result in practice time adjustments. Some groups are larger than others, and patience is often required as the coach(es) work through this important process.

All level swimmers 12-18	4:00-6:00pm
Practice: 5 days per week options	

### c) DRY LAND TRAINING

Advanced swimmers are eligible to participate in our dry land training program. Participation in this program is at the discretion of the Head Coach. Dry land training is out-of-the water strength and conditioning practice that enables our swimmers to improve their performance in the pool and reduce the risk of injury. These practices will be held on Mondays, Wednesdays, and Fridays from 4:00 – 5:00 p.m. followed by an hour in the pool.

### **LATE START PRACTICE DATES** (due to after school programming):

Due to some after school programming for younger kids, we will need to start practice late on a few Wednesdays. These dates will be added to our team calendar when they become available. On those days, practice will start for all swimmers at 4:45 p.m. and end between 5:45 and 6:00 p.m. For our dryland athletes, dryland will begin as usual at 4:00 p.m.

## 10. SWIM MEET INFORMATION

### a) SWIM MEET SCHEDULE

The following is the **tentative 2021-22 AOST** swim meet schedule. As the season progresses changes could occur. All meet and event entries will be determined by practice participation and ability, and approved by the head coach. The decision to attend or not attend a meet is at the discretion of the Head Coach.

#### **Friday, January 14 - Sunday, January 16**

GMA Winter Knight Specialty Meet, St. Michael's College, Colchester, VT

*(This meet does not qualify for Silver or Gold Championship meet attendance requirement. **There may be a participation fee.**)*

#### **Sunday, January 30**

Stingray Splash, Skidmore College, Saratoga Springs, NY

#### **Sunday, February 6**

GMA Meet, St. Michael's College, Colchester, VT

*(This meet does not qualify for Silver or Gold Championship meet attendance requirement. **There may be a participation fee.**)*

#### **Sunday, February 13**

Piranha Pentathlon, Shenendehowa HS, Clifton Park, NY

*\*\*If there are championships this year:*

#### **TBD dates**

Silvers Championships, RPI, Troy, NY

#### **TBD dates**

Gold Championships, RPI, Troy, NY

## b) SWIM MEET SIGNUP

Meet signups are done on the team website. Each swimmer or parent/ guardian will need to login to the website and commit or decline each meet in which the team is participating. Meet registration deadline requirements will be emailed to team members from the AOST website. The Head Coach will review and approve all meet entries.

### Guidelines

- Go to: [addisonotters.com](http://addisonotters.com) and login
- Click on the “*Swim Meets*” tab. A list of swim meets will come up.
- Click on “*Attend/Decline*” under the meet in which you want to register for.
- Click on the swimmer’s name.
- At the top of the next screen, a pull down menu by the red starred Declaration line will ask if you want to commit to the meet. Answer “*Yes, please...*” or “*No, thank you...*”. There is also other useful meet information at the top of that box.
- Choose events from list on the bottom half of the screen.
- Save changes.

## c) SWIM MEET PREPARATION

Swim meets can be confusing and intimidating for new and/ or young swimmers and their families. Below are some suggestions that can help with meet n.

- Become familiar with the websites for the Addison Otters Swim Team, Adirondack Swim League, New England Swim League and USA Swimming.
- Find the meet information on the website (Adirondack or New England, depending upon the meet). Each meet is listed individually. Each listing contains meet information including meet location, date, times, list of events, and warmup times as well as other useful information. As the meet gets closer, other information will be added such as any changes, timing assignments and list of participants.
- Warmup times and timing assignments are usually posted and finalized a day or two prior to the meet. However, always check the website for changes before leaving for the meet. Warmup and start times frequently change.
- Manage time to be ready to swim and checked in with the coach 15 minutes prior to warmup times.
- Provide nutritional snacks and drinks. Limit processed sugar. Food and drinks are normally sold at meets.
- Know what events your swimmer is signed up for and verify, before the start of the meet, that your swimmer knows her/his events, heats and lanes and has them written on her/his hand. The coach always has a heat sheet for the swimmers to find their heat and lane numbers. Heat sheets are available for purchase prior to the start of the meet. If confused, younger swimmers can ask older swimmers or the coach for help.
- Bring extra suits, goggles, caps and towels in case of equipment malfunction. Swim gear is sometimes sold at the meets.
- ***Ask questions before, during and after going to a meet!*** If you or your swimmer has difficulty with event/ heat/ lane information or general meet procedures, ask the coach, older swimmer or experienced swim parent.

## e) SWIM MEET TIMING ASSIGNMENTS

Each lane at swim meets requires two timers. Typically, our team is responsible for at least one timing assignment. The list of timers will be determined by the swimmers and events. ***FOR EXAMPLE:*** The parent/ guardian of the swimmer who is done swimming first, will time first. The parent/ guardian of the swimmers who swims last will time last. Parents should work together to organize a list of timers to cover the team’s timing obligations.

Timing is required by ALL parents who have athletes participating in meets. Timing is not difficult and is a great way to watch your swimmer up close!

d) TRAVEL TO SWIM MEETS

Travel to meets is the responsible of each individual swim family.

## 11. LENGTH OF SWIM SEASON

The AOST swim season begins around November 1st. The season begins with emphasis on stroke/ turn/ start technique, moves toward endurance training, then to final preparations and fine tuning for the final championship meets. The length of the season depends on what the individual swimmer has qualified for or is eligible to swim as explained below.

- SEASON ENDS AT END OF LAST REGULAR SEASON MEET: Swim season ends after the last regular season meet if a swimmer chooses not to attend or does not qualify to attend either the Silver or Gold Championship meet.

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\*\*Depending on the course of the season this year:

- SEASON ENDS AT THE END OF THE SILVER CHAMPIONSHIP MEET: Swim season ends after the Silver Championship meet if a swimmer qualifies for and swims at the Silver Championship meet, but does not qualify for the Gold Championship meet. **Qualification for Silver Championship Meet:** Swimmers must swim in a minimum of one Adirondack meet during the regular season and have achieved a legal swim time. Any events in which Gold times have been achieved cannot be entered at Silvers.
- SEASON ENDS AT THE END OF THE GOLD CHAMPIONSHIP MEET: Swim season ends after the Gold Championship meet unless a swimmer qualifies for post-season meets. **Qualification for Gold Championship Meet:** Swimmers must swim in a minimum of two Adirondack meets, one of which can be the Silver Championship meet, as well as achieve Gold times that are posted on the Adirondack website toward the end of the season.
- POST-SEASON MEETS: If a swimmer qualifies for additional meets beyond the Gold Championship Meet, arrangements will be made with that swimmer and the Head Coach.

**NOTE:** The length of the season is structured as described above because during the final phase of the season, swimmers attending the championship meets require the full attention of the coach(es) for optimal success. AOST Membership Fees do not increase or decrease depending on the end of individual swimmers' season.

## 12. EQUIPMENT

The following are suggestions/ requirements for suits, goggles and caps. Other equipment may occasionally be suggested by the coach.

a) SUITS

It is suggested, but not required, that swimmers purchase a team swim suit for meets and also have a practice suit. One piece suits are required for all female swimmers, and jammers are suggested for male swimmers. Suits should fit snug to the body with no wrinkles in the fabric that cause unnecessary drag. Proper swim suit fit is essential for optimal performance. It is recommended that the team suit be worn only for competition because of the natural deterioration that occurs from exposure to pool water. Team suits can be ordered through the website. Practice suits can be purchased from any swim wear supplier.

b) GOGGLES

Goggles are required for both practices and meets for better visibility and protection against the irritation of pool water. Goggles should be comfortable and watertight. Goggles can be purchased from any swim wear supplier and are often available for purchase at meets.

c) CAPS

Caps are suggested for practice and meets and particularly helpful for swimmers with long hair. AOST caps can be purchased from the team.

### 13. INJURIES, MEDICAL CONDITIONS, and ILLNESS

Swimmers are required to disclose any personal injury information, physical limitations, or pre-existing medical conditions. This information must be included where indicated on the **AOST Registration Form**. It is also helpful to notify the coach of any medical conditions so we can make accommodations as necessary. Please also communicate any medical plan(s) of action from your doctor that may be necessary to aid in an emergency situation. Swimmers and families are also expected to be responsible when suffering from a cold or flu and take precautions to limit exposure and spread of your illness.

Injured or sick swimmers:

- Are required to notify the coach of injuries and/ or illnesses.
- Should not participate in meets or practices until condition improves.
- Can be directed by the coach to leave practice or to not attend a meet.

### 14. EXPECTATIONS

#### a) MISSING PRACTICE OR SCHEDULING CONFLICTS

If your swimmer has a practice or scheduling conflict, or has to miss a practice, they are encouraged to talk to the coach. It is the expectation of the coach(es) that all swimmers be responsible for themselves and feel free to talk to the coach(es) at any time.

#### b) BEHAVIOR

Individual swimmers are responsible for their behavior. Swimmers are required to pay attention to and follow the instruction of the coach(es). It is important to allow coach(es) and teammates to focus on swimming and not be distracted by disrespectful behavior. All swimmers are expected to act in a respectful manner toward coaches, teammates, parents, opponents, officials and all other people at practice or meets.

Unacceptable behavior will result in sitting out of practice and/ or not participating in meets. Repeat offenders will be suspended from the team with no fee refund. Disciplinary actions will be at the discretion of the Head Coach. Parents/ guardians, family members and guests are held to the same standards.

These behavior expectations apply to all daily practices and all meets.

#### c) SWIM DECK ETIQUETTE

Only coaches, officials, timers and swimmers are allowed on the swim deck. Parents/ guardians, family members and guests can view daily practices and/ or away meets from the bleachers designated for spectators. Small children cannot be allowed to wander or run on the swim deck. Having extra people on the deck is a distraction to the swimmers, hinders training and is a safety issue. Please refrain from interrupting practices or meets by consulting with the coach(es) and/ or swimmers while they are working/ training/ racing. If your swimmer needs something, have them come to you.

This swim deck etiquette applies to daily practice and all meets.

#### d) POOL AND LOCKER ROOM CONDUCT

The AOST is fortunate to be able to use the Mt. Abraham Union High School pool and locker rooms each year. Because of the generosity of the Mt. Abraham community, this team is able to exist.

It is important that our swimmers treat the pool and locker rooms with respect. Swimmers are expected be in and out of the locker room in a timely manner and not use their time in the locker room for play. If it is found that any swimmer causes any sort of destruction to the facility or participates in horse play while in the locker room, disciplinary action, which could include suspension from the team without fee refund, will be taken.

**NOTE:** The locker room facilities are shared with other athletes. It is suggested that private property be taken with you to the pool room and not left in the locker room. Your personal property is your personal responsibility during daily practice or at away meets.

This pool and locker room conduct applies to daily practice and all meets.

e) ELECTRONIC DEVICES

Use of electronic devices on the deck during practice or meets is with coaches' approval only

f) MT. ABRAHAM UNION HIGH SCHOOL FACILITIES

Swimmers must enter and leave the building through the front lobby and cannot prop open the back door. Hallways can be used for quiet play without the use of balls or any other equipment. If it is found that any swimmer or family member cause any sort of destruction to the facility or participates in horse play while in the facility for practice, waiting for swimmers or attending swim functions, disciplinary action, which could include suspension from the team without fee refund, will be taken.

**15. SENIOR GROUP VOLUNTEER OPPORTUNITY**

There are volunteer opportunities for the Senior Tie Dye Group to help coach younger teammates. If you are interested, discuss options with the Head Coach.

**16. HIGH SCHOOL SENIOR GIFT**

At the discretion of the AOST Board of Directors and Head Coach, graduating high school seniors are eligible to receive an award from the team. Qualification may be dependent upon commitment to the team, years of participation, and other factors.

**17. FUNDRAISING INCENTIVE**

Fundraising is necessary to keep the swim season fees down. Any person or group of people wishing to organize a fundraising event will have half of the proceeds credited to their swimmer's account. It is necessary to consult with the Board of Directors when planning a fundraising event.

Membership fees are due per the payment schedule, however if with fundraising results in overpayment, a credit will be issued.

**18. VOLUNTEERS**

There are lots of opportunities to volunteer and be involved in the team. Volunteers will be needed throughout the season to organize the following:

- Team Pot Lucks
- Silver and Gold Championship meet weekends
- Publicity
- End of Season Awards Banquet

**NOTE:** Please speak to any Board member if you are interested in volunteering.

**19. COMPLAINTS, CONCERNS AND SUGGESTIONS**

It is suggested that any complaints, concerns or suggestions should be brought to the attention of the Board. Any issues that can't be resolved immediately will be discussed with the coach(es) and/or the Board of Directors. If an issue arises that can't be discussed with the AOST Board or Head Coach, refer to the Safe Sport – Athlete Protection Policies & Rules described in Section 5 of this document.

All input from swimmers and parents/ guardians is welcome.