

STINGRAY SWIM TEAM
OFFICIAL POLICY AND PROCEDURES
Last Amended: April 28, 2016

SECTION 1
JURISDICTION

- 1.1 This handbook is published by Stingray Swim Team (SST) for the purpose of administering USA Swimming competition and support activities within SST. SST is a USA Swimming member assigned to Region XII, Alaska Swimming LSC, and to the Western Zone.
- 1.2 This policy and procedures manual may be amended at scheduled board meetings of SST. Proposed changes and/or additions to the Policy and Procedures must be submitted to the Board President fifteen (15) days prior to the next scheduled board meeting. At least ten (10) days written notice must be given to every voting member of the board of any proposed change and/or addition to Policy and Procedures contained herein. Any changes to Policy or Procedures not proscribed by USA Swimming must be adopted by a majority vote of the board present and voting. Any change not submitted in time to give ten (10) days written notice to the board may be adopted only by seventy-five percent (75%) vote of the board present and voting.
- 1.3 USA Swimming Rules and Regulations, the Rules for Competitive Swimming of the Federation International de Natation Amateur (FINA), SST Bylaws (Bylaws) and such other rules and/or directives as may be issued by or recognized by USA Swimming and/or SST shall govern the conduct of all competition sanctioned or approved by SST and other activities mentioned herein.

SECTION 2
MEMBERSHIP, REGISTRATION & AFFILIATION

- 2.1 **Membership** - Membership is required for all athletes, clubs, affiliated groups, coaches, officials and specified administrators. Membership is optional for parents of swimmers and others.
- 2.2 **Membership Duration** - All memberships must be applied for annually except for life memberships. Registration is effective upon receipt of the proper registration forms/files and fees by the SST Membership/Registration Coordinator.
 - .1 Seasonal
 - A. Clubs: Seasonal memberships for clubs cover a 150 day period beginning May 1.
 - B. Athletes: Seasonal memberships for athletes cover an unspecified but continuous period of not more than 150 days beginning the day of registration. Seasonal memberships are not valid at or above the Zone level.
 - .2 Annual - Annual memberships cover the calendar year except when they are applied for on or after September 1 in which case they are effective through December 31 of the following year.
 - .3 Single-Meet Open Water – Single-meet open water memberships cover a specific date of an open water competition. The athlete must compete in an unattached status. There is no limit on the number of single-meet open water memberships an individual may obtain during a registration year.

- 2.3 Membership Fees** - Membership fees are comprised of a national fee established by USA Swimming and a fee established by Alaska Swimming (ASI). All fees should be made payable to ASI. At the beginning of a new registration year, clubs should register swimmers in batches and pay all fees with one check. All registrations should be submitted electronically to the ASI Registration Coordinator.
- 2.4 Transfer of Affiliation** - To transfer, a completed transfer application must be submitted to the ASI Membership/Registration Coordinator. The transfer is effective upon receipt of the proper transfer forms by the ASI Membership/Registration Coordinator.
- 2.5 False Registration –**
- .1 A club or individual submitting a signed form (meet or other) which falsely claims a swimmer is registered shall be fined. The fine schedule is as follows:
 - A. A \$50.00 fine per swimmer and shall be ineligible for registration until such a fine is paid.
 - .2 The meet director and referee of each meet are authorized to and shall assure themselves that any and all swimmers entered in a sanctioned event are properly registered swimmers, and shall take whatever action is necessary to ensure compliance with this Article.
- 2.6 Membership Responsibilities –** It shall be the responsibility of each group member to assist in the governance of the LSC and in the conduct of its programs.
- 2.7 Stingray Swim Team Registration –** Registration for the Stingray Swim Team shall be completed using the team website (www.stingrayswim.org). Returning members shall complete their team registration prior to October 25. New members shall complete their team registration within two (2) weeks of a successful tryout. The following procedure shall outline the registration process.

Returning Members

- .1 Members shall visit the “start registration” tab on the team homepage
- .2 Members shall follow the registration instructions to complete the process
- .3 Members are required to pay for their September dues, USA Swimming Registration, any/all past due amounts, and transaction fees upon the completion of the registration process
- .4 Head Coach shall review and approve each registration within two days
- .5 Head Coach shall send one batch email of USA Registrations to the ASI Registration Chair prior to November 1, and SST Treasurer shall pay the remittent USA Registration fees

New Members

- .1 Individuals interested in joining the Stingray Swim Team are required to complete a team tryout. During this tryout, individuals will swim one length (25 yards) freestyle and one length (25 yards) backstroke unaided. Coaches on deck will welcome the individual to the team after successful completion of this tryout.

Unsuccessful tryouts may be invited to the Copper (non-competitive) Group and is at the coach's discretion

- .2 New members shall follow the same team registration procedure as returning members, with the exception of registration deadline.
- .3 New members shall complete the team registration process within two (2) weeks of their successful tryout
- .4 Head coach shall email new member's USA Registration to the ASI Registration Chair within one (1) week of the team registration completion. SST Treasurer will pay the remittent fees after receiving the quarterly invoice from ASI

SECTION 3 RECRUITMENT OF SWIMMERS

- 3.1** The purpose of this policy is to specify boundaries within which SST coaches and swimmers may operate when seeking to have swimmers join a club or change club attachment, and to protect the rights of swimmers, clubs and coaches.
- 3.2** A SST coach may not
 - .1 Contact an ASI registered swimmer or the family of the swimmer directly or indirectly (phone, letter, personal visit, email, etc.) for the purpose of recruiting the swimmer, nor may that coach ask another coach, manager, parent or swimmer to do the same.
 - .2 Discuss the team, the team's present standing, the team's set-up, or any other information regarding the team that the coach represents when contacting a swimmer for non-recruitment purposes. The coach may not request a later contact from the swimmer to discuss the team details.
- 3.3** A SST coach may
 - .1 Answer questions if the first contact is initiated by the swimmer or the swimmer's family. Such conversation is at the swimmer's discretion and may be held with a parent in attendance.
 - .2 Utilize advertising directed solely to the public.
- 3.4** When a swimmer initiates contact with the intent of changing clubs, a SST coach should
 - .1 Talk to the swimmer on an individual basis; the swimmer's parents may be in attendance.
 - .2 Honor the swimmer's right to terminate the discussion at any time.
 - .3 Encourage the swimmer to inform the current coach of intent to change teams.
 - .4 Not use inducements that cannot be fulfilled.
- 3.5 Swimmer's Rights** - A USA Swimming athlete may
 - .1 Contact another team for the express purpose of obtaining information regarding program operation, practice times, team philosophy, etc.

- .2 Request that another family member be present during contact.
- .3 Terminate the contact at any time.
- .4 Request printed material concerning the team.
- .5 Refuse any request that the coach makes during or after the contact.

SECTION 4 CLUB SAFETY

- 4.1 Responsibility** - Safety is the responsibility of every member of SST. Each SST coach and board member shall be responsible for implementing and monitoring its safety program which shall be structured in a manner consistent with the goals, guidelines, and restrictions provided by USA Swimming and its insurance carriers.
- 4.2 Safety Coordinator** - SST shall appoint a safety coordinator whose responsibilities shall include
- .1 Promoting safety awareness among all persons connected to the club, including coaches, parents, and swimmers;
 - .2 Encouraging coaches and facility staff to maintain a hazard-free venue; and
 - .3 Developing emergency action procedures in cooperation with coaches, swimmers, parents, and facility personnel.
- 4.3 Coaches** - SST club coaches shall
- .1 Supervise all practices, and
 - .2 Maintain current certifications in all safety courses required by USA Swimming.
- 4.4 Reports of Occurrence**
- .1 Any occurrence including, but not limited to, any accident or incident involving a member athlete, a member non-athlete, a guest, spectator, tenant, other entities, or property shall be reported promptly to the proper authorities through the submission of a Report of Occurrence.
 - .2 The filing of Reports of Occurrence shall be the responsibility of SST coaches and club officials.
 - A. Reports shall be made on the form provided through USA Swimming.
 - B. Copies of the reports shall be filed with USA Swimming, the current USA Swimming insurance carrier, and the ASI Safety Committee Chairman.

SECTION 5 ADMINISTRATIVE AND TECHNICAL RULES OF COMPETITION

- 5.1 Scheduling**
- .1 The following season's meet schedule shall be conducted according to the Northern Area (NA) coach's meeting. NA coaches shall hold a meeting in June to discuss the meet schedule for the following season.

- .2 The championship meet schedule shall include, but not limited to, Alaska Age Group Championships, Alaska Senior Championships, Alaska Junior Olympic Championships, and Alaska Summer Championships.
 - (1) Senior Championships shall be held on the last possible full weekend in January.
 - (2) Age Group Championships shall be held on the last possible weekend to conclude at least three (3) weeks prior to the start of Northwest Age Group Section Championships.
 - (3) Junior Olympic Championships shall be held on the last full weekend in April, unless that weekend is Easter, in which case the meet shall be held on the prior weekend.
 - (4) Summer Championships shall be held on the last full weekend of July.

5.2 Sanctions

- .1 Sanctions will be awarded only to an LSC or to current group members of USA Swimming whose Meet and Safety Directors and Entries Chairs have completed the current examination procedure in effect at the time of requesting the sanction. Individuals completing the current examination procedure shall be approved through December 31 of the following year.
- .2 Application
 - A. Deadline - Application for sanction should be submitted to the ASI Sanction Coordinator no later than sixty (60) days prior to the start of the meet. Meet hosts shall have completed the sanction process and have their meets ready for posting on the ASI website no later than thirty (30) days prior to the date of their meets.
 - B. Requirements of Sanction - Sanctions are issued, withheld, or withdrawn in accordance with Article 202.2 of USA Swimming Rules and Regulations. Additionally, all reports must be filed by the prescribed deadlines and the following must be included with the application for sanction and the entry information:
 - (1) A sanction application;
 - (2) Meet entry information and associated electronic text file;
 - (3) Relevant sections of the ASI scratch rule;
 - (4) A copy of the schedule of events and associated electronic event file for export to TM;
 - (5) A verification of registration form; and
 - (6) Emergency evacuation plan.
- .3 Changes to Entry Information – Any change(s) to the sanctioned meet information involving change in time standards, venue, events, awards, entry limitations, or date must be submitted to the Board of Directors or its designee(s) for approval. Approved changes shall be forwarded to the Sanction Chair by the Board and a new sanction will be issued. Minor revisions to meet information including typos, meet personnel, etc. must be submitted in writing to the Sanction Chair.
- .4 Conditions of Sanction - Any event for which a sanction is granted is subject to the conditions set forth in Article 202.3 of USA Swimming Rules and Regulations and the following:

- A. The assigned sanction number must appear on the published entry information and final results.
- B. Conduct of the sanctioned event must conform in all respects to all current ASI technical and administrative rules.
- C. Meet Host shall verify current coach membership of all persons acting in a coaching capacity at the meet.

.5 Reports and Remittances

- A. Entry (pre-meet) – A complete meet backup from the meet management software shall be furnished by the meet host to the ASI Membership/Registration Coordinator at least three (3) days prior to the start of the meet.
- B. Entry (post-meet) - A complete meet backup from the meet management software shall be furnished by the meet host to the ASI Membership/Registration Coordinator within five (5) days of the conclusion of the meet.
- C. Registration - The on-deck USA Swimming registration information and fees taken by the meet deputy registrar shall be sent to the ASI membership/Registration Coordinator within one (1) day of the conclusion of the meet.
- D. Financial Statement - The financial statement, sanction work sheet, and sanction fee balance shall be mailed to the ASI Treasurer or designee within forty-five (45) days of the conclusion of the meet.
- E. Reports of Occurrence - Reports of Occurrence shall be mailed to USA Swimming, the USA Swimming insurance carrier, and the ASI Safety Committee Chairman as soon as possible after the conclusion of the meet.
- F. Final Results
 - (1) Final results in the form of a Meet Manger back-up file shall be provided to the ASI Membership/Registration Coordinator within one (1) day of the conclusion of the meet to be posted to the ASI website.
 - (2) Final results will not be mailed out at the conclusion of any meets. Teams may request the electronic files from the meet director at the meet. Results will be posted on the SST website for no less than the course of the season.
 - (3) Final results must include the complete name (first and last), age, and team affiliation of each swimmer. Exception: First initial may be used in lieu of first name where meet software is designed to accept only the first initial or where the meet is conducted without benefit of meet management software.
 - (4) Final results shall be in the format prescribed by the ASI Records Committee.

5.3 Approvals

- .1 Approvals may be issued to USA Swimming member clubs, LSCs, non-member clubs, or organizations for meets conducted in accordance with USA Swimming technical rules.
- .2 A list of meet officials must be submitted to the ASI Officials Chair for approval at least one week prior to the start of the event.
- .3 Conditions of Approval - The assigned approval number must appear on the published entry information and final results.
- .4 Reports and Remittances

- A. The financial statement, approval worksheet and approval fee balance shall be mailed to the ASI Treasurer within forty-five (45) days of the conclusion of the competition.
- B. Final results shall be available on the SST and ASI Websites.

5.4 Conduct of Sanctioned Competitions

- .1 All meets sanctioned by ASI shall be conducted in accordance with the rules and regulations of USA Swimming (Parts One, Two, and Three of USA Swimming Rules and Regulations).
- .2 All hosts of meets sanctioned by ASI shall verify coach membership requirements by implementing the following procedure:
 - A. Meet Host shall conduct coach registration at the meet at which time coaches shall sign in, have their coaching credentials verified, and receive a deck pass designed for that meet. Those without coach membership cards shall be required to sign a statement certifying that they are current coach members.
 - B. Meet Host shall require that all persons acting in a coaching capacity at the meet display the deck pass designed for that meet. Such deck passes shall be furnished by ASI.
 - C. Meet Host shall monitor the deck and remove any persons without authorized deck passes.
 - D. Meet Host shall send to the ASI Registration Chair within two days of the conclusion of the meet the coach sign-in sheet and all coach membership certification statements.
- .3 Warm-up shall be conducted in accordance with the guidelines published by the ASI Safety Committee.
 - A. No diving shall be permitted during warm-up except in those lanes designated for sprint starts or relay exchange practice.
 - B. Continuous Warm-up
 - (1) During competition, where a course is set up to allow continuous warm-up and warm-down, a lifeguard may function as a warm-up marshal if the lifeguard is under the supervision of the Meet Safety Director and has been properly instructed about ASI warm-up rules and procedures.
 - (2) There shall be no diving during continuous warm-up.
 - C. Coaches must supervise their swimmers at all times.

5.5 Competition Sign-up and Declaration

- .1 SST administrators shall upload the meet entries file onto the team website no later than two (2) weeks prior to entry deadline. This upload shall be communicated to all members.
- .2 It is the responsibility of the member/parent to declare their intention to participate, or not participate, in each competition. This declaration should be made as soon as possible using the "edit commitment" tab for said meet.

- .3 If the member declares their intention to attend, they shall enter their desired races. If they wish to allow the coach(es) to assign races, they shall note this in the "notes" section. Other notes, including but not limited to, unavailable days/time, shall be noted.
- .4 Coaches shall review the online entries, make corrections or edits as they see fit, and approve each athlete's entries. Coaches shall assign relays at their discretion. The head coach holds the final decision on all entries, individual and relay.
- .5 The head coach shall submit all entries prior to the entry deadline. Late entries will not be accepted. The head coach will inform the team treasurer of all meet fees and supply the host team with a check equal to said meet fees on or before the meet fee deadline. The head coach will import all meet fees into the member's monthly invoice. Said meet fees are non-refundable once entries have been submitted, regardless of the athlete's participation in the meet.

SECTION 6 CONFLICT RESOLUTION

- 6.1** Problems/questions/complaints regarding practice, stroke instruction, meets, team rules or any other part of the training program should be discussed with the following individuals, in order, until the situation is resolved:
 - (1) The swimmer's coach
 - (2) The head coach
 - (3) The president of the board of directors
 - (4) The board of directors at the next board meeting
- 6.2** Problems/questions/complaints regarding any other area of the team should be discussed with the following individuals, in order, until the situation is resolved:
 - (1) The chair of the committee of the area in questions
 - (2) The head coach
 - (3) The president of the board of directors
 - (4) The board of directors at the next board meeting
- 6.3** Problems/questions/complaints regarding other parents/swimmers should be discussed with the following individuals, in order, until the situation is resolved:
 - (1) The parent/swimmer in question
 - (2) The head coach
 - (3) The president of the board of directors
 - (4) The board of directors at the next board meeting

APPENDIX A REGISTRATION FORMS AND AGREEMENTS

- A.1** The following information is presented during the Stingray Online Registration and must be read and agreed to prior to completion of the registration process. Failure to agree to

the following information will result in a non-completed registration. The Stingray Online Registration must be completed by all returning members prior to December 1, after which athletes will not be allowed to participate until the registration is complete.

A.2 Medical Release Waiver

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the Stingray Swim Team to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge Stingray Swim Team and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in Stingray Swim Team activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

A.3 Liability Waiver

By registering my child(ren) with the Stingray Swim Team, I agree to participate (or allow my child(ren) and family members to participate) in the Stingray Swim Team, and hereby release Stingray Swim Team, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the Stingray Swim Team program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participate in the Stingray Swim Team program.

A.4 Code of Conduct

The purpose of this code is to express the expectation that all Stingray Swimmers and Parents will conduct themselves in a manner which reflects honorably on the sport of swimming, United States Swimming, Alaska Swimming, Stingray Swim Team and the community. Each coach and chaperone of the Stingray Swim Team is expected to set an example of conduct consistent with the spirit of this code.

CODE:

- A. Attend scheduled workouts with a cooperative attitude and a willingness to work
- B. Complete workouts without horseplay and/or harassment of other team members in the pool or locker room
- C. Not possess or use alcohol, tobacco, or other controlled substances (exclusive of prescription medications)
- D. Not participate in vandalism, theft, or damage to private or public property
- E. Refrain from fighting, disorderly conduct, cursing, name calling, abusive language, obscene gestures and displays of temper
- F. Display courteous and positive behavior at all times
- G. Support all team members with encouragement and enthusiasm

PENALTIES OF ENFORCEMENT:

A. Infractions of the code of conduct could result in one or more of the following:
(Suspensions at the discretion of the coaching staff.)

1. Suspension from practice
2. Suspension from all club activities
3. Suspension from meets
4. Removal from the Stingray Swim Team

*Reinstatement after suspension from the club may only be made after a meeting between a Board Member, Head Coach, Swimmer and the Swimmer's Parent(s) or Guardian(s).

A.5 Photo/Video Release

I grant permission to the Stingray Swim Team to use photographs of my child/children for purposes of education, advertising, public relations (including the team web page), or any other lawful use with or without my name. I hereby waive any right that I (and minor) may have to inspect or approve the photographs, whether that use is known to me or unknown.

I grant permission to the Stingray Swim Team to use videography of my child/children for purposes of education, public relations, or any other lawful use with or without my name. I hereby waive any right that I (and minor) may have to inspect or approve the video, whether that use is known to me or unknown.

A.6 Parent/Volunteer Agreement

Fundraising

It is the goal of the Stingray Swim Team coaches and volunteer board to provide parents with a clear understanding of what team season fees to expect and how raffle tickets sales, sponsorships and other fundraising opportunities help support our team. We have adopted a fundraising policy to help establish consistent and reliable ways to meet the team's financial obligations while keeping each families' obligation flexible and fair.

Each swimmer will have an annual fundraising obligation of \$300. The team will provide two fundraising opportunities each year; a raffle in the fall and a Swim-a-Thon in the spring. In addition, swimmer's may obtain sponsorship (forms available on the website) to help fulfill their fundraising obligation. Alternately, you may voluntarily donate all or part of your fundraising balance at any time during the year. Fundraising donations in any amount are tax deductible. Any additional fundraising and/or sponsorship ideas are welcome and encouraged.

Volunteer Hours

The Stingray Swim Team depends on each family to volunteer throughout the season in order to provide high quality services to our members. The minimum volunteer requirement per family is fifteen (15) hours per season from September 1 – August 31. Volunteer requirements may be met during swim meets, team functions/events, and other essential non-event tasks. Non-event tasks include, but are not limited to, Board of Director participation and/or various committee participation.

Members shall utilize the website 'job signup' feature for event-related volunteer hours to be tracked. Non-event related volunteer hours (Board of Director participation and/or committee participation) shall be tracked by the team Volunteer Coordinator. All questions/comments/concerns shall be directed to the team Volunteer Coordinator.

A penalty of \$30 per unachieved volunteer hour shall be levied on August 31. Volunteer requirements and subsequent penalties will be prorated on a quarterly basis for members joining/leaving the team outside the September 1 through August 31 timeline.