



**Tucson Ford Dealers Aquatics  
2021-2022**

**MEMBERSHIP INFORMATION PACKET**

**Tax ID # 86-0373599**

# Welcome

We thank you for your interest in Ford Aquatics. Welcome to the 2021-2022 Ford Competitive Team & the Ford program. We strive to offer a competitive and comprehensive youth swim team. Ford Aquatics offers programming for the novice beginner to the most advanced Olympic hopeful. Our primary concern is the teaching of skills that promote improvement in the sport of swimming, while concurrently advancing healthy and productive lifestyles.

The Ford Aquatics staff is recognized as some of the best in their field, with a wealth of experience, a history of success, and a commitment to providing the premiere youth sports option available in the Tucson community. Ford Aquatics is a 501(c)3 non-profit dedicated to providing a “developmentally appropriate” competitive swimming program, and a family-friendly, supportive environment for our members. Ford Aquatics strives to offer programming for all ages and ability levels and provides a pathway to higher education and the Elite levels of our sport. Our people - coaching staff, office staff, volunteers, board members, and athletes - are our greatest asset, and we are committed to a common goal of a “positive youth sports experience.”

## Mission Statement

Ford Aquatics strives to build and maintain a superior community-based aquatic program that provides a quality competitive environment. From novice to Olympian, we emphasize individual and team growth, nurturing participants through professional guidance that stresses a thorough knowledge of the sport, promotes a healthy lifestyle, and fosters the spirit of sportsmanship in a positive and safe environment.

## Guiding Principles

- ❖ Through our training and instruction, foster such positive attributes as self-esteem, self-reliance, discipline, confidence, respect, and team pride.
- ❖ Provide a safe, healthy and all-inclusive environment for social interaction and structured play.
- ❖ Instill in our swimmers the importance of a "work ethic." Our motto is "success comes through hard work and dedication."
- ❖ Promote leadership and community involvement.
- ❖ Provide an athletic alternative to potentially destructive youth behavior.
- ❖ Prepare our swimmers to excel in college, both academically and athletically.
- ❖ Promote the ideals of academic achievement as well as athletic achievement.

**Welcome to Ford Aquatics!**

[www.fordaquatics.net](http://www.fordaquatics.net)

## Team Financial Commitment

Tucson Ford Dealers Aquatics is a year-round program. Our fiscal year matches the recognized swim year (September 1<sup>st</sup> through August 31<sup>st</sup>). The team does not “pro-rate” fees for missed time other than for confirmed medical reasons.

<p><b>There are three payment options for team fees</b>  <b><i>Invoices will be sent out by the first of the month and will be due by the 10th of the month. All billing frequency preferences will be reflected September 2021-July 2022.</i></b></p> <ul style="list-style-type: none"> <li>● One-time annual payment in full - 10% discount</li> <li>● Bi-annual payments - 5% discount - Billed in September and March</li> <li>● Monthly payments - billed monthly and due by the <u>10th of each month</u></li> </ul> <p>Payment preferences must be indicated on athlete registration form. Participants will be invoiced based on their selected preference and group assignment.</p>
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Training Group	Annual Registration Fee *Billed upon initial sign up & every August	Paid in Full-10% reduction 9/01/21	Bi-Annual Payment-5% reduction 9/01 & 3/01	Monthly Dues 8/01-07/01	Volunteer Commitment
Expedition	\$175 includes USA Swimming Registration, Team Shirt, Latex and Silicone caps	\$2322	\$1225.50	\$215	Work 3 sessions at all major Ford hosted meets
Edge		\$2160	\$1140	\$200	
Mustang		\$1728	\$912	\$160	
Raptor		\$1512	\$798	\$140	
Explorer		\$1296	\$684	\$120	
Fusion		\$1080	\$570	\$100	

### Additional Team Fees and Financial Policies

- \$175 Registration fee covers the following: USA Swimming registration, team shirt, team caps. Billed upon initial sign up and every August.
- A \$25 charge will be assessed for all returned checks
- Late Payment Fee- A late fee of \$25 will be automatically assessed on all unpaid account balances on the 15th of each month. Please contact our team financial administrator at [paigeelizabeth54@gmail.com](mailto:paigeelizabeth54@gmail.com) with any questions about your account or payment options. Once a member account becomes 90 days past due, they will receive a late notice and payment is due immediately or the account will be suspended and sent to collections. All outstanding account balances must be paid in full before swimmer(s) can register for the next season. Delinquent or past due accounts can be assessed additional fees.
- Late pick-up fee- Due to facility policy, swimmers that are not picked up within 15 minutes of the end of workout times that require staff monitoring will be billed \$25 for every 15 minutes
- A 30 day notice is required to stop billing- Please send an electronic email indicating drop date to [paigeelizabeth54@gmail.com](mailto:paigeelizabeth54@gmail.com)
- **Meet Fees-** Meet entries are submitted and pre-paid by Ford staff. Swim meet fees will be added to monthly invoices. For USA Swim meets, these fees are assessed:
  1. LSC Swimmer Surcharge (1 time fee per swimmer, determined by AZ LSC)
  2. Individual Event Fee (For each event entered)
  3. Team Meet Surcharge
- **Team Meet Surcharge- A team meet surcharge of \$10 for meets in Pima County and \$15 for meets outside of Pima County**, will also be assessed to help cover staffing and team travel costs (Travel meets are billed separately). Fee structure is outlined below and will be added to monthly invoices
  - **Admin Fees-** Admin fees of \$3 will be assessed on invoices of \$199 and under, \$5 when the amount owed is between \$200-\$499, and \$10 for invoices \$500 and over.
  - **Team Travel Meets-** Special competitive meets, often outside of Arizona. You will be notified in advance of trip costs and often billed separately.

*Note- All meet fees are paid in advance to host club by Ford (athletes do not directly pay meet host). Athletes therefore are responsible for meet fees and meets they have committed to, regardless of whether they attend the meet or not.*

- **Misc. Fees/Charges-** There may be other fees/charges assessed throughout the year (i.e. team travel trip expenses, meet fines, etc.) You will be notified in advance of the nature and the amount of the fee. Team Travel trips will be billed separately.
- **Refund Policy-** Refunds will not be given for dues paid except in outstanding circumstances. To leave the team, notice must be emailed to the head coach 30 days before recurring account fees will be suspended, or billing stopped. Fees will not be suspended for temporary absences due to vacation, illness, etc.

**Methods of Payment-**The following are accepted methods of payment for team fees:

- ◆ ACH / Credit Card payments- A link is included on monthly invoices. Customer is responsible for paying invoices. No auto pay option available.
- ◆ Check Payments —Made out to Ford Aquatics and mailed to PO Box 44233 Tucson, AZ 85733

**We do not use TeamUnify for billing** Do not use TeamUnify to pay your competitive dues and fees or to set-up automatic billing. Invoices will be sent monthly on or before the 1<sup>st</sup> of the month.

### **Multi-Swimmer Discounts for Competitive Program**

- ✓ **2<sup>nd</sup> & 3<sup>rd</sup> Child:** 10% off monthly swim fees in Raptor, Mustang, Edge, and Expedition
- ✓ **4<sup>th</sup> & Additional Children:** Monthly Competitive training fees waived – Still responsible for registration fees and all meet entry and ancillary fees

### **What if I pay annual team fees up-front & have multiple swimmers?**

For families that pay team fees up-front, the 10% up-front payment discount will apply to the 1<sup>st</sup> swimmer, while the 10% multi-swimmer discount will apply to 2<sup>nd</sup> and (if applicable) 3<sup>rd</sup> swimmer.

**Max discount per swimmer is 10%.**

**What if my swimmer leaves the team?** Should a swimmer decide to leave Ford Aquatics, the office must be notified in writing via email to [paigeelizabeth54@gmail.com](mailto:paigeelizabeth54@gmail.com). The unused portion of the yearly training fees is not refundable and any outstanding entry fees or other financial commitments are considered an obligation to Ford Aquatics, payable upon termination of participation.

**What happens to my monthly fee if my swimmer changes practice groups?** If a swimmer changes practice groups anytime during the year, the family will be notified and the monthly installment amount will also change to reflect the new practice group.

### **Payment Policy / Membership Agreement**

- All bills will be emailed out on or before the first day of each month and are due by the 10<sup>th</sup> of each month. Late fees will be applied on the 15<sup>th</sup>.
- Past due accounts will be assessed a late payment fee of \$25 for each month the fee is unpaid. All late fees, unpaid dues and other expenses must be paid in full before an account is placed back on “active” status. Accounts more than 90 days past due will be turned over to collections and the swimmer’s account will be suspended.
- Before a swimmer may apply to rejoin the team, their bill must be paid in full. The Board of Directors will have final authority to set the conditions under which a swimmer may return to the team, habitual late payments will require a credit card for all Ford fees.
- Bills may be paid by check made payable to “Tucson Ford Dealers Aquatics” or by bank ACH, or credit card. Payment is due by the 10<sup>th</sup> of each month.
- Members will receive a 10% discount on their swim fees if their total annual swim fees are paid in advance for Fusion, Raptor, Mustang, and Senior groups. Payment must be received in full by the 10<sup>th</sup> of the first month of the newswim year. This discount applies only to the swim fee portion of your obligation and not to other fees. Please denote “Yearly payment” on check memo.

**If you have questions regarding your bill, please email [paigeelizabeth54@gmail.com](mailto:paigeelizabeth54@gmail.com)**

# Fundraising & Team Support Commitment

## Ford Hosted Meets and Events

The team hosts several swimming meets and events throughout the year that require support of our membership. Our volunteer system is a vital part of how we keep swim meets and events well-staffed. All families are required to participate in the volunteer system, **even if they do not compete in these meets.**

- **2021-2022 Family Support Requirement**

- All Ford families must complete **3 shifts** at each major Ford hosted meets *Note: Shifts may vary in length based on event*
- All Ford families must participate in smaller Ford hosted meets when swimmers are participating
- Parents are expected to time at away meets if children are participating in the event.

**Shift Buyouts / Missed Shifts** For those who cannot work their shifts, shifts can be bought out at the following rate - Major Ford hosted meets- **\$75 per shift (\$225)**  
Small Ford Meets/Additional Ford hosted events- **\$25 per event**

**If you like to get more involved, consider the following options:**

1. Become a Meet Director / participate in the Meet Administration team. No additional work commitments for those who participate in Ford hosted meet admin team.
2. Being an active AZ swimming official. Must work a minimum of 4 AZ meets per swim year including all Ford hosted meets. Ford pays officials annual registration fee
3. Being a Meet Marshall. Ford pays registration fee

## Team Fundraising

In addition to hosting meets, we have the need for additional funds to provide athlete centered programs throughout the year. Funds raised will be used for equipment purchases and upgrades, Swimmer incentive program, coach travel, and events such as our senior recognition event, and others throughout the swim year. We encourage our families to participate in the “Ford Fanatics” support program that includes;

- Meet program advertising
- Program sponsorship opportunities

Additionally, we support our major sponsor Mr. Jim Click through his “Millions For Tucson” raffle. Each Ford family will **be required to sell 8 \$25 tickets a year.** Our willingness to participate in this raffle is a great show of appreciation to Mr. Jim Click and allows us to continue serving our mission.

## FORD MAAPP (MINOR ATHLETE ABUSE PREVENTION POLICY)

It is our intent to provide a safe and healthy environment for all FORD participants. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club. Please review the guidelines below, and the policy we have adopted at Ford. For a complete description of the MAPP program, [CLICK HERE](#).

MAPP GUIDELINES	FORD POLICY NOTES / ADDITIONAL INFORMATION
<p><u>Who is considered an “applicable adult”</u></p> <ul style="list-style-type: none"> <li>• All USA Swimming non-athlete members and adult athlete members;</li> <li>• Participating non-members (e.g. meet marshals, meet computer operators, timers, etc.)</li> <li>• LSC and club adult staff and board members; and</li> <li>• Any other adult authorized to have regular contact with or authority over a minor athlete.</li> </ul>	<ul style="list-style-type: none"> <li>• All applicable adults are required to complete athlete protection training. This includes athletes that turn 18 years of age while a member of Ford, and all collegiate athletes</li> <li>• Athletes that fail to complete the “athlete protection” training may risk their times not being recognized as official times.</li> <li>• Athlete protection can be completed at the following <a href="#">HERE</a></li> <li>• Once training is completed, a copy of your pass / fail confirmation must be sent to <a href="mailto:emmadarlington89@gmail.com">emmadarlington89@gmail.com</a> as proof of completion</li> </ul>
<p><u>Adult / minor one-on-one interaction:</u></p> <ul style="list-style-type: none"> <li>• Must be observable and interruptible by another adult</li> <li>• Meetings must be easily observed and at an interruptible distance</li> <li>• One-on-one meetings in an office: Door should be unlocked/opened preferably in an office with windows</li> <li>• Never meet in coaches’ or athletes’ hotel room on travel trip</li> <li>• Private lessons: Observable/Interruptible. Legal Guardians have the right to observe.</li> </ul>	<ul style="list-style-type: none"> <li>• The Hillenbrand stands will be used for any coach / swimmer meetings. Parent / Guardians are welcome to attend and observe.</li> <li>• All team meetings will be held in an observable location. Travel trip meetings will be held in hotel lobby or at the pool</li> </ul>

<p style="text-align: center;"><u>Social Media/Electronic Communication</u></p> <ul style="list-style-type: none"> <li>• All electronic communication must be professional</li> <li>• Athletes' guardian <b><u>MUST</u></b> be copied on <b><u>ALL</u></b> forms of electronic communication. <ul style="list-style-type: none"> <li>• If athlete initiates communication, coach's response <b><u>MUST</u></b> copy guardian on response.</li> </ul> </li> <li>• If communicating to group, coach <b><u>MUST</u></b> include <b><u>ONE</u></b> other adult</li> <li>• Parents are allowed to request that their child is <b><u>NOT</u></b> to be included in any social media posts <b><u>OR</u></b> is not allowed to receive electronic communication.</li> <li>• Hours of Communication: 8:00 AM-8:00 PM unless on travel trip.</li> <li>• NO PRIVATE SOCIAL MEDIA CONNECTION W/ CURRENT MINOR ATHLETES. ALL EXISTING CONNECTIONS <b><u>MUST BE ENDED.</u></b></li> <li>• No direct messages over social media</li> </ul>	<ul style="list-style-type: none"> <li>• We must require that both athlete and parent emails are included on all member accounts on TeamUnify. Note: We cannot manipulate your account, all members must set their communication preference on their TU account</li> <li>• (All electronic communications must occur between the hours of 8:00am-8:00pm (unless it is an emergency, or it is a travel trip)</li> <li>• Any athlete that sends electronic communication to an applicable adult outside of the designated hours will not receive a response until the appropriate time</li> <li>• All group communications will include a 2<sup>nd</sup> applicable adult (only need to include parents in individual communications. Group communications just require a 2<sup>nd</sup> applicable adult)</li> <li>• Parents must indicate at registration their approval for use of photos on Ford social media and preference for electronic communication (may request that there is no direct communication with youth athlete, except in emergency circumstances)</li> <li>• No private social media connection between staff and athletes is permissible</li> </ul>
<p style="text-align: center;"><u>Team Travel</u></p> <ul style="list-style-type: none"> <li>• Local Travel: Coach must never travel alone with athlete to local competition. In case of emergency, 2 minors or another adult must be present in car</li> <li>• Team Travel: Should have 2 adults when conducting room checks and must be done in an observable environment</li> <li>• If only 1 adult and athlete are traveling, legal guardian <b><u>MUST</u></b> have given written consent in advance of travel.</li> <li>• Chaperones must be in good standing <b><u>AND</u></b> a member of USA Swimming</li> <li>• No athlete can share a room with an adult or teammate over 18, unless the guardian of younger athlete gives written consent prior to trip.</li> <li>• Team meetings must be in open/observable place.</li> </ul>	<ul style="list-style-type: none"> <li>• Travel meet Staff / chaperone will include members of both genders whenever possible. In some cases, when travelling in small groups or individually, only one staff will be in attendance. All parents will be notified in advance, and written approval will be required</li> <li>• No athlete can share a room with an adult or teammate over 18, unless the guardian of younger athlete gives written consent prior to trip.</li> <li>• All those travelling with the team must review and complete the "Ford travel guidelines" form prior to any team travel.</li> <li>• The Ford travel guidelines can be found at this <a href="#">HERE</a></li> </ul>



<p><u>Locker Rooms</u></p> <ul style="list-style-type: none"> <li>• No athlete can enter the changing room if an adult is changing and vice versa.</li> <li>• No recording devices allowed</li> <li>• No adult can be alone w/ athlete in locker room</li> <li>• Must be regularly monitored</li> <li>• Sweep before athletes arrive</li> <li>• Make occasional sweeps during workout</li> <li>• Guardians are <u>DISCOURAGED</u> from entering the locker room during use. Guardian needs to notify coach in advance of use.</li> </ul>	<ul style="list-style-type: none"> <li>· We have made all efforts to minimize the crossover of adults and minors in the locker rooms. Schedules allow for a minimum of a 15-minute window between adult / minor programming to maintain locker rooms safety.</li> <li>· Swimmers must not loiter in locker rooms before, during or after practices, and must clear locker room within 15 minutes of the end of practice times</li> </ul>
<p><u>Training Requirement for Adult Athletes</u></p> <p>Adult athletes are required to complete the USA Swimming Athlete Protection Training.</p>	<p>Adult athletes, 18 years and older, must complete 3 courses:</p> <ul style="list-style-type: none"> <li>· Sexual Misconduct Awareness Education,</li> <li>· Mandatory Reporting</li> <li>· Emotion and Physical Misconduct</li> </ul> <p>Receive completion certificate, complete survey, verify completion status on Deck Pass.</p> <p style="text-align: center;"><a href="https://www.usaswimming.org/ATP">https://www.usaswimming.org/ATP</a></p>

<p><b>Links to Additional Team policies and information</b></p>	
<p><a href="#">Bullying Policy</a></p>	<p><a href="#">TeamUnify Set-up Instructions</a></p>
<p><a href="#">Travel Policy</a></p>	<p><a href="#">Group Structure</a></p>

**As needed, these policies will be updated and changes will be effective immediately. Families will be notified by email of any changes.**

**Team policies and fees are set by the Board of Directors. Please do not email your child's coach about a bill, email questions or concerns to [paigeelizabeth54@gmail.com](mailto:paigeelizabeth54@gmail.com)**