



Handbook

2021 Long Course Season

**Written 01-01-2017
Revised March 2021**

Handbook Review

The following are some of the major points discussed in the handbook. We ask that you read through the handbook thoroughly as these items are explained in more detail.

Practices and Meets

- Practice attendance and meet attendance are not mandatory to be part of the team
- All swimmers must purchase fins for practice
- Relays are decided by the coaching staff

Invoicing and Payments

- Invoicing is done through the team website
- Payments can be made by credit card through the team website. Families may also bring a check to practice
- Automatic payments can be set up through the team website
- Payments are due by the 10th of the month. A \$5.00 late payment fee will be added to your invoice if full payment isn't made by the 10th of the month
- The annual Colorado Swimming fee (FLEX, Premium, or Seasonal) will be added to your invoice
- An Early Termination Penalty may be added to your account if the swimmer stops prior to the end of the season

Home Meet Hosting

- FORM hosts at least 2 home meets during the short course season
- Meets are a fundraiser for the team
- All FORM Families, even if not attending meet, are required to contribute by either volunteering at the meet or donating to concessions (cash or requested items). All families who don't contribute will be invoiced \$5 per swimmer on the following invoice.

Safe Sport

- USA Swimming has introduced a new policy to help create a safer swim team environment for our athletes. Please review this section at the end of the handbook.

SECTION A: INTRODUCTION AND PHILOSOPHY

I want to be the first to welcome you to the 2021 Long Course Season! FORM Swim Team is a year-round swim team offering technique work, training, and competition to young athletes of all ages and abilities.

Our team philosophy is to improve athlete's performance without the mandatory aspects of many other competitive sports and teams. This allows the athlete to grow into the sport while still being a well rounded person.

The handbook will refer to our website at www.formswimteam.com where you can find the most up to date information about practice schedule, meet schedule, etc.



SECTION B: TEAM ORGANIZATION

One of the most important parts to an athlete's success is the quality of the coach. Our coaching staff provides assurance the time your athlete spends in the water will be quality time.

Our team is divided into separate teams of athletes with similar abilities. This allows the coaching staff to design workouts that properly focus on what's most needed for the team.

Junior Team

The Junior Team is composed of the youngest swimmers of the team. The main emphasis is on stroke improvement in the four competitive strokes (butterfly, backstroke, breaststroke, and freestyle). Each swimmer should have a basic understanding of each stroke, but still needs refinement in their technique. Coaches also work with the swimmers on starts and turns in preparation for swim meets.

Senior Team / Evening 2 Team / Evening 3 Team

These 3 Teams take on a more rigorous training load than the Junior Team using drills that improve strength and conditioning while reinforcing technique. Practice times are longer in conjunction with the higher intensity workouts. Swimmers are expected to have a general understanding of interval training using a pace clock.

Please refer to our website at www.formswimteam.com for practice times, as slight changes occur from time to time.

Park View Penguins

In Spring 2019, Park view Penguins joined with FORM Swim Team.

The Park view Penguins was founded in 1999 to create a local swim team for the area. The team is part of the Colorado Athletic and Recreational Athletics (CARA) with a less competitive nature than USA Swimming. **Starting in August 2019, the team will be a summer only swim team. Refer to the website in late spring for more details.**

SECTION C: PRACTICES AND MEETS

Swim practices and competitions are excellent ways to evaluate improvement in a swimmer. For many swimmers, the feeling of dropping time or qualifying for a championship meet inspires them to work harder. While for others finishing a tough workout in practice can invoke the same feeling.

Practice

Practice attendance is NOT mandatory to be part of the team. We understand that many well rounded athletes are involved in other activities, especially school related ones. We do encourage swimmers and parents to communicate with the coaches if you are planning to miss several consecutive practices.

Swimmers are placed into different teams based primarily on ability. There are other factors that are taken into account and it's at the coach's discretion on who's on which team.

Equipment

All swimmers are required to bring a swimsuit, towel, and goggles to each of the practices. We recommend purchasing fins similar to the image seen in this section. All other equipment including kickboards and handpaddles will be provided by the team. **** Due to the COVID-19 pandemic, swimmers will be required to bring their own kickboard to practice for the season.**



Meets

Meet attendance is NOT mandatory. We highly encourage swimmers to take part in meets, but understand meets aren't for everyone.

The team generally attends 1 meet a month in the Denver metro area. Occasionally we may attend a meet outside of Denver, including Fort Collins, Loveland, Colorado Springs, or Greeley.

Meet information will be sent from the host team months prior to the start of the meet. This will include important details including dates, location, session times, etc. Meets can run anywhere from 1 to 3 days and a session normally lasts 3 to 4 hours. This information will be available on our website under the Events tab. You do not have to attend all days or sessions to participate.

All families will receive an email asking to confirm or deny participation in the meet. Meets tend to fill up quickly, so we ask families to let us know ASAP if they are interested in participating.

To help streamline the process we ask that families respond even if they are not planning to attend.

Swimmers have the option of choosing their events or having their coach choose their events for them. Use the notes section to inform the coach of and special instructions for the meet.

Swimmers are allowed to attend a meet without a coach. The host team will assign any swimmer without a coach to a team for warm up purposes. Please let your coach know if you are interested in this option. **** Due to the COVID-19 pandemic, swimmers may not be allowed to attend meets without their coach present. Please contact your coach to see if this option is available.**

Please refer to the website for our current and upcoming meet schedule.



Team Hosted Meets

FORM Swim Team hosts 2 to 4 meets during the year. As this is a team hosted event, we expect all families to contribute in one of three ways:

- (1) Volunteer at the meet
- (2) Donate food/items to the concession stand
- (3) Minimum \$5 cash donation towards concessions and Coaches/Officials concessions

All families who don't contribute in one of three ways will be invoiced \$5 / per swimmer on the following invoice. ** Due to the COVID-19 pandemic, families will not be required to volunteer at the meets and will not be penalized for not participating.

Championship Meets

There are several championship meets that take place at the end of each season (State Championships, Silver State Championships, and Senior Championships). Each meet has qualification times the athlete must be faster than in order to participate. Qualification times can be found on the Colorado Swimming website or you may contact your coach for more details.

Relays

Each relay is allowed 4 swimmers (and sometimes 2 alternates) to swim each leg of the race. Coaches are responsible for who's in each relay along with the order. **The coaches will do their best to have as many swimmers participate in relays, but can't guarantee everyone will be able to participate.**

SECTION D: FINANCIALS

Dues are a necessary part of the team. Without dues the team couldn't hire coaches and rent the facility to pursue the goals of the team. In order for the team to function effectively, we ask that all dues be paid in a timely and conscientious manner.

Invoicing is done through the team website run by TeamUnify. Invoices include team dues, Colorado Swimming dues, fees for apparel, and upcoming or prior event fees. Invoices are automatically emailed on a monthly basis from TeamUnify, who hosts our team website. You may also view invoices through the team website at any time.

Full Payments are due by the 10th of each month. Any payment received after the due date will incur a \$5.00 late fee and may incur a 10% fee on the remaining balance. There will be a \$30 fee for any returned checks.

Automatic payments can be set up on the team website using a credit or bank card.

Instructions for setting automatic payments can be found on the team website under "Help and Training". You may also bring a check to practice made out to FORM Athletics.

Please contact your coach for any of the fees mentioned in this section.

Colorado Swimming Fee - Required

Colorado Swimming is the governing body of amateur swimming in Colorado and provides insurance for all swimmers, coaches, and officials during scheduled practices and sanctioned meets.

All swimmers are required to be Athlete Members of Colorado Swimming to participate on the team. Families can choose between these four registration options:.

- Premium Membership
- Seasonal Membership
- FLEX Membership
- Outreach Membership

A breakdown of each of the options can be found on the following link:

<https://docs.google.com/document/d/18RDo-pmg6Rr4eOMe4prlpl8JLYrtpSYRjYrjQQa6mg/edit?usp=sharing>

More details about the insurance coverage and FLEX membership can be found on the USA Swimming website (www.usaswimming.org) or contact your coach with any other questions.

Registration is completed by FORM Swim Team using the information provided by the parent when registering for the team. The fees are paid electronically by the team and added to the swimmers invoice to be reimbursed back to the team.

If you are transferring from another Colorado Swim Team, the swimmer must fill out a transfer form and give it to the head coach. There's a transfer fee made to Colorado Swimming for each transfer. Refer to the Colorado Swimming website or contact your coach for more information.

Monthly Dues

As mentioned earlier in this section, dues are required for the success of the team and it's athletes. A majority of the dues pay for renting the facility and other team fees, while the remaining pays for coaches and team functions. Each team's fee is based on the amount of practice time offered to the athletes for the month.

The fees have been adjusted for schedule changes including school breaks/closures/holidays and canceled practices due to swim meets. It's also been adjusted for canceled practices due to High School Swim Season events. Additional adjustments may be made in rare circumstances including major pool closures (2 weeks or more) due to repairs. They will NOT be made for personal vacations, school/personal activities, etc.

If a family joins the team in the middle of the month, that family's monthly dues may be prorated according to the remaining number of practices for the month. If a swimmer leaves the team in the middle of a month, they will NOT be refunded for the remaining practices for the month.

The fees cannot be prorated based on the number of practices a swimmer makes during the course of the month.

Reservation Fee

The team offers a Reservation Fee for families who need to take off a month for vacations, high school sports, summer swim teams, etc. The fee is in lieu of the original monthly dues and is added to your monthly invoice. This option is available for 3 months during the Short Course season and 1 month for the Long Course season. A parent needs to inform their team's coach, by email, prior to the start of the month for this option, otherwise the swimmer will be charged that month's payment. Any swimmer charged the Reservation Fee may swim one week's worth of practice for that month (2 days for Junior Team and Evening Team or 3 days for Senior Team).

Team Initiation Fee & Early Termination Penalty

The team initiation fee is nonrefundable once the swimmer has been approved to join the team.

FORM Swim Team reserves the right to charge an Early Termination Fee for any family who quits the team prior to the end of the season. **The fee is \$75.00 plus \$25.00 for each remaining month of the season.**

Competition/Meet Fees

Most swim meets have fees to participate in the meet. A typical meet has the following fees:

- Swimmer Surcharge: a per swimmer fee to the host team
- Event Fee: a per event fee to the host team and Colorado Swimming
- FORM Surcharge: a per swimmer fee to FORM Swim Team. This fee pays for any relays and additional fees for registrations and coaches

The fees are paid by the team and reimbursed by the swimmer through their monthly invoices.

Meet fees are nonrefundable. If you are registered and unable to participate in the meet, we will do our best to remove your entries (and fees) from the meet. But we can't guarantee a refund.

SECTION E: COMMUNICATIONS

An important link in the swimmer – coach – parent triangle is a healthy line of communication. Parents are kept informed of team events, activities, and updates through the following methods:

By Email: This is the primary form of communication for the team. We normally send at least 1 email a week, so please let your coach know if you're not receiving them. The coach's email can be found on the team website.

By Phone/Text: It's at the coach's discretion to give their phone number out to parents or swimmers. In the event you need to contact the coach through this method, please be considerate of both their personal time and life outside of the pool.

By Group Text: We ask that all members add their cell phone numbers to the SMS option in the registration. This is a great way to stay in the know about team activities.



Minor Athlete Abuse Prevention Policy

FORM Swim Team
November 18, 2019

THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

GENERAL REQUIREMENT

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing 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.

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

II. Meetings

- a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the Club Name.

IV. Individual Training Sessions

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

I. Content

All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by Club Name, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" Club Name and/or LSC's official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL

I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

[Recommended] Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

- a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with Club Name or LSC must be USA Swimming members in good standing.

- b. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete.

Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.

- c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Use of Recording Devices

Use of any devices (including a cell phone) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

III. Undress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.

IV. One-on-One Interactions

Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

V. Monitoring

Clubs must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.

VI. Legal Guardians in Locker Rooms or Changing Areas

Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

MESSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

- I. Definition: In this section, the term "Massage" refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

II. General Requirement

Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

III. Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to Club Name.
- b. Legal guardians must be allowed to observe the Massage.
- c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
- d. [Recommended] Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.