



# Foothills Swim Team Parent Handbook

Welcome New Swimmers and Parents!

Version April 2020

# Welcome to the Foothills Swim Team!

We are excited you have chosen FST as your new swim team and look forward to getting to know you and your family! FST is a 501(c)3 nonprofit run by a volunteer parent board. We have a wonderful group of coaches, swimmers, and parents who enthusiastically support each other in and out of the pool. New friendships, rewarding experiences, and fun activities are just a few of the exciting possibilities that await your family as you enter the world of competitive swimming.

As with any program, the more familiar you are with the “standard operating procedures,” the easier it will be to relax and enjoy the ride. On the following pages you will find general team information and policies. The FST website offers additional information for parents and swimmers. If you don’t find the answers to your questions on the website, please feel free to contact an FST board member or coach at any time.

Thank you for joining FST! We are happy you are here! Sincerely,

The FST Board of Directors and Coaching Staff



# Foothills Swim Team Honor Code

## **Preamble**

We, the members of the Foothills Swim Team, recognize that honesty, integrity, and trust are vital parts of our lives. We value truthfulness, respect for the property of others, and respect for the work of others as their own. We expect everyone within the Foothills Swim Team community to uphold these standards in order to foster a positive and safe environment. We respect diversity and value each other's differences. We will attempt to keep our actions, attitude, and judgments in accordance with these tenets at all times. We hope these values will carry over to life outside of the team.

## **Pledge**

I will not lie, cheat, or steal.

I will respect the rights and backgrounds of others and be open to diverse points of view.

I will be held accountable for my actions at all times.



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# Introduction:

Welcome to the Foothills Swim Team. By joining United States Swimming and FST you are becoming a member of the country's largest organized youth sport. Your child is getting involved in what can truly be a "lifetime sport," and hopefully, will make lifetime friends.

FST is a member of Colorado Swimming, our local swimming committee (LSC) in USA Swimming, and the national governing body for swimming in the United States.

The Team is a 501(c)3 non-profit. It is governed by a volunteer board, who are elected to serve two-year terms (each September).

The purpose of this handbook is two-fold: to explain to new members what FST is and to outline various policies that affect all swimmers. All families should read it so that they become familiar with important facts and rules of the team.



# Mission Statement

Foothills Swim Team (FST) is a member of [USA Swimming](#), located in the Denver Metro area. The team consists of approximately 185 members ranging in age from 6 and up years old and has been competing since 1963.

FST offers a year-round competitive program for swimmers ages 6 and up. We build success through moral empowerment, hard work, team interaction, and self-discipline. Our purpose is to provide participating athletes with the opportunity to achieve their maximum potential, consistent with their level of commitment and motivation. We provide a safe atmosphere of spirited competition, positive attitude and self-image, and superior sportsmanship for our athletes.



# Vision

Foothills Swim Team has been a part of the swimming community for over 55 years. FST aims to continue the advancement of our team's competitive focus, cultural identity, and the empowerment of moral principles. FST values self-growth in the areas of integrity, commitment, work ethic, and teamwork. We are dedicated to the long-term development of our athletes by providing an environment that strives towards moral excellence. We believe personal growth can be attained through a process by which the athlete values a commitment to these virtues.

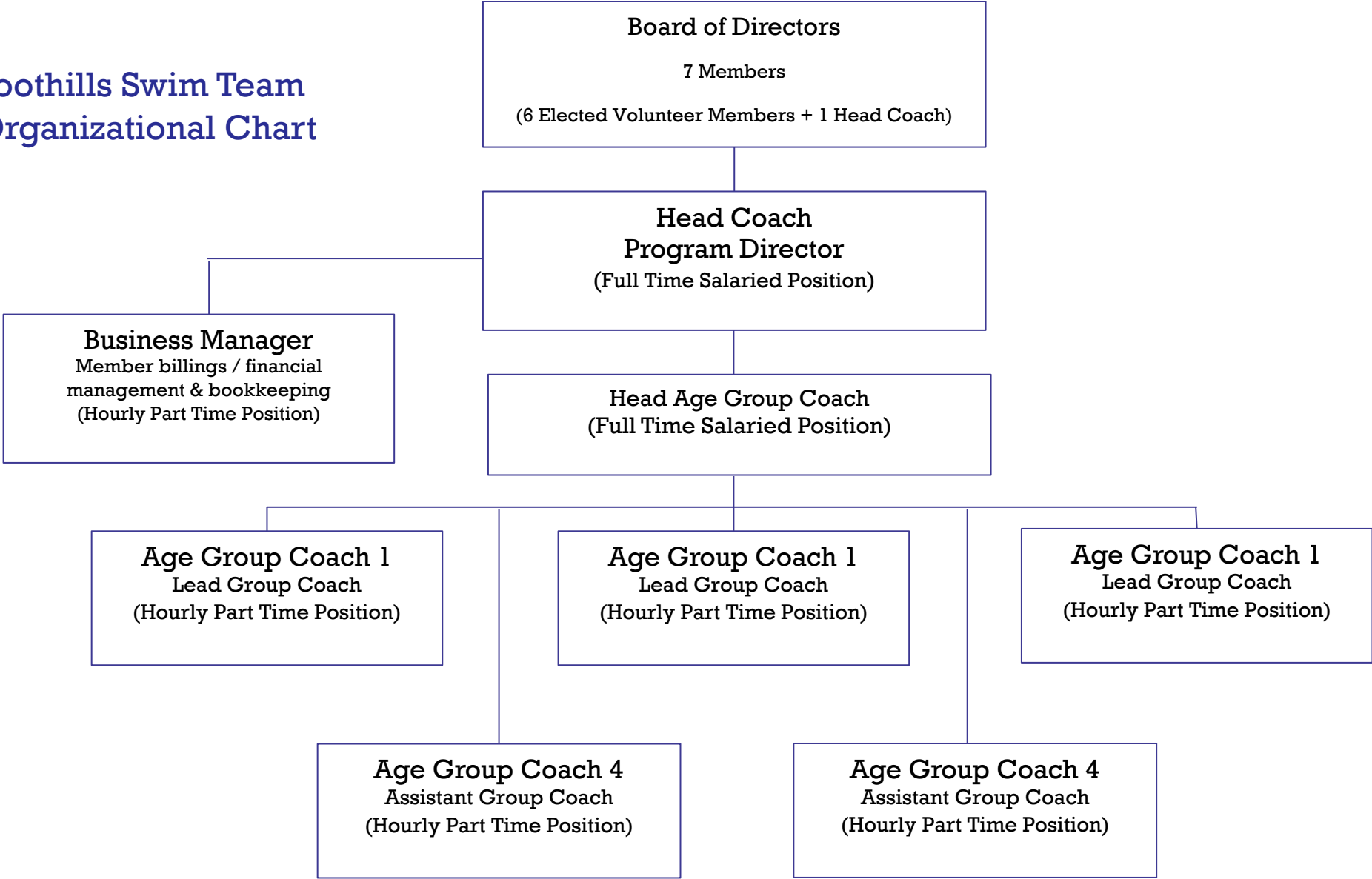


## Team Structure

The FST program is separated into practice groups providing individual training for competitive swimmers six years of age and older. Placement into groups is by recommendation of the coach during an evaluation/try-out and during our try-out camp each September. Each group is designed to benefit swimmers who are grouped together by age and ability. The frequency, duration, and training intensity of practices define each group.



# Foothills Swim Team Organizational Chart



# Developmental Groups

## **PRE-TEAM (Ages 6-8)**

FST's Pre-Team program runs in 8-10-week sessions, meeting three nights per week, which is designed to teach all four competitive strokes and get your young swimmer ready to participate in the sport of swimming. A primary goal of this group is to eliminate rule violations (disqualifications) while competing.

**Practice:** 3 per week

**Attendance:** We encourage attending at least three times a week.

## **COMP-PREP (Ages 7-10)**

The Comp-Prep group furthers stroke development by refining the four competitive strokes, Individual Medley (IM), and starts/turns. An important objective for this group is to develop a love for swimming through fun encouraging activities in the water. Swimmers are expected to begin developing self-discipline, respect for coaches and teammates, as well as age-appropriate social skills in a team environment.

**Practice:** 4 per week.

**Attendance:** We encourage attending at least three times a week.

# Developmental Groups Cont.

## **Bronze 1 (Ages 8-12)**

Our Bronze 1 group continues stroke refinement in all four of the competitive strokes, starts/turns, and the Individual Medley (IM). Swimmers are expected to continue developing self-discipline, respect for coaches and teammates, as well as age-appropriate social skills in a team environment. The concept of what a “Set” is and the idea of basic clock reading are introduced.

**Practice:** 4 times per week.

**Attendance:** We encourage attending at least three times a week.

## **Bronze 2 (Ages 9-13)**

Our Bronze 2 group builds on skill development and stroke construction all while being challenged to improve focus and listening skills. With an introduction to an IM base training model swimmers begin learning proper effort, basic performance expectations, understanding interval sets, and performing introductory underwater kicking.

**Practice:** 6 times per week.

**Attendance:** We encourage attending at least four times a week.

# Advanced Youth Groups

## **Silver (Ages 10-14)**

Our Silver group Introduces efficiency and advanced body alignment training, along with increased underwater skill development in all strokes. Further implementation of the IM base training model and learning to employ self-initiated focus and listening skills. Along with an increase in aerobic expansion training, effort and performance expectations rise. Expectations on sets, intervals, and drills become standardized.

**Practice:** 6 times per week.

**Attendance:** We encourage attending at least four times a week.

## **Gold (Ages 11-16)**

Our Gold group improves upon efficiency and advanced body alignment training through the IM base training model. A systematic increase in the areas of anaerobic base training and aerobic threshold training are incorporated. Race plan implementation, race pace training, and the knowledge of practice paces/best times become basic practice. Swimmers at this level commit to being year-round swimmers.

**Practice:** 6 times per week.

**Attendance:** We encourage attending at least five times a week.

# Senior Level Groups

## **Sr. Prep (Ages 11-18)**

Our Sr. Prep group consists of year-round swimmers, typically of high school age, who are very motivated to succeed in the sport. Swimmers entering this group have significant swimming career achievements and ambition. Anaerobic and aerobic threshold training are primary to swimmer development. An emphasis on race plan execution and race pace training are standard. Ownership of the sport, a high level of commitment, and self-driven motivation are highly valued.

**Practice:** 7 times per week.

**Attendance:** We encourage attending at least six times a week.

## **Senior (Ages 13 and over)**

The goal of the Senior group is to identify, nurture, and develop swimmer potential towards the highest possible levels in the sport. Energy systems, hydration, and nutrition are emphasized. There is a daily focus on stroke refinement, starts, turns and transitions. They exhibit complete ownership of the sport with an unwavering commitment, high level of motivation, and a desire for continued self-improvement.

**Practice:** 9 times per week.

**Attendance:** We encourage attending at least seven times a week.



## Coaches and Board Contact info

**We are here to support your needs. If your questions are related to workouts, meets, events, goal setting, and other swimming related needs, please contact one of the coaches. For all questions related to administrative, such as dues, safety, or policy issues, please contact one of the board members. Please refer to the FST website to find board member & current staff contact info / emails.**

# Website Navigation

- **Top Banner Links:**
- **Groups and Practices** (Under this link you will access our “Group Descriptions” and “Practice Schedules”).
- **Calendar** (Link to our “Event Page”)
- **News** (Link to current team news)
- **Meets and Events** (Link to upcoming “Meets and Event” Pages. You will find detailed information on upcoming meets and team events).
- **Info** (Link to Joining the team, Family Agreement, Member contact info, Safe Sport Program, FST Honor Code, and FST Minutes, By-laws, and Policies)
- **Locations** (Link to addresses and maps to our three pool locations)
- **Parents Lane** (Link to all things you need to know as a parent)

## Website Navigation Continued

- **Times** (Link to currents and upcoming meet qualification times and Team Records)
- **Team Store** (Link to our Team Provider MI Sports)
- **Hyperlinks under the scrolling pictures:** (Coaches, Contact Us, About the Team, and Team Events)
- **Coaches** (Link to Contact info and coaches' bios)
- **Contact Us** (Link to contact information)
- **About the team** (Link to about the team)
- **Team Events** (Link to the team event pages for meets and team events)
- **Practice Locations and Times** (Parents can access the practice locations and times by clicking the “Groups and Practice” link on the top banner of our home page.)



# Apparel and Gear

## **SPEEDO LYCRA SOLIDS: Navy**

Female: Front chest logo (Sizes 22-40)

Jammer: Leg of boys (Sizes 22-38)

## **SPEEDO AQUABLADE: Navy**

Female: Front Chest logo (Size 18-40)

Jammer: Leg of boys (Size 22-36)

## **SPEEDO CUTOUT: Navy**

Female “The One” 1-Piece (low/open back): Front chest logo (Size 24-40)

Includes team logo

# Apparel and Gear Cont..

## **Optional Gear:**

### **BAGS:**

Speedo Teamster Backpack 35L: Any Color: Navy Preferred

*Embroidered name and FST logo*

NAME TO EMBROIDER: Included

**PARKA:** Navy

*Includes FST 2-color tackle twill on back/ embroider name on front*

**WARMUP:** *Twill FST on back, embroider name on front*

### **TEAM HOODS:**

Cotton Team Hoody Sizes (YM-YXL or Adult S-XL) Color: Navy

Drywick Team Hoody Sizes (YS-YXL or Adult XS-XL) Color: Navy/White

**ADD** embroidered name to hoody

*Includes twilled full size logo on front*

# Swimmer Equipment

## **EQUIPMENT: \*indicate required items**

Pre-Team: Fins, kickboard, mesh bag

Competitive Prep: fins, kickboard, mesh bag

Bronze 1: fins, kickboard, mesh bag, snorkel, nose plug, pull buoy, paddles

Bronze 2: fins, kickboard, mesh bag, snorkel, nose plug, pull buoy, paddles

Silver: fns, kickboard, mesh bag, snorkel, nose plug, pull buoy, paddles

Gold: fins, kickboard, mesh bag, snorkel, nose plug, pull buoy, paddles, dragsoxs

Sr. Prep: fins, kickboard, mesh bag, snorkel, nose plug, pull buoy, paddles, dragsoxs, tempo trainer

Senior: fins, kickboard, mesh bag, snorkel, nose plug, pull buoy, paddles, dragsoxs, tempo trainer



# MI Sports Contact info

MI SPORTS

3400 N Garfield Loveland CO 80538 800-693-3539

4025 E Iliff Ave Denver CO 80222 303-757-4674

Email: [info@swimmisports.com](mailto:info@swimmisports.com) | Website [www.swimmisports.com](http://www.swimmisports.com)

**All custom items need to be placed through your online team store**

# Meet Entry Procedure

An email will be sent out for each meet stating that declarations are open. **For most meets, your athlete will be automatically declared "YES"** - your job will be to change that to "NO" if needed, by the registration deadline. However, some meets will require you to declare a "YES" for participation. Please see the step-by-step instructions by clicking [here](#) if you are unsure how to declare yes/no. Please also make any special notes for the meets (for example if your swimmer can only go to the meet on Saturday for a certain meet).

**The coaches will do the actual event entries for each meet for which your swimmer has declared YES to attend. Entry reports will be posted for each meet on the event page on the team website once entries have been finalized (about one week prior to the meet).**

The only meets you will not be able to declare for are Junior Nationals, Sectionals, and All Stars.

Note: If you have a swimmer in Bronze or above, your family is required to complete 2 worker sessions for each meet FST hosts. This is required even if your swimmer will not swim at the meet. If you absolutely cannot complete your required sessions, you will need to find someone to do them for you. Some families will switch meets – for example, one family works 4 sessions in October and the other works 4 sessions in April. Some families pay neighbor kids to do their shifts for them.

## **What if we declare Yes, but later must change to No due to an illness or emergency?**

Email your swimmer's coach. If the entry file has **not been sent**, then your swimmer's coach can change your declaration to No. If the entry **has been sent**, your swimmer is in the meet. Your coach will need to "scratch" you from the meet, but you may be responsible for the cost of the meet.

\*Note: The groups of Bronze 1 and above have required worker sessions. Please revert to the "Groups and Structures" page (8) for more clarity.



# Swim Meet Basics

*(Excerpt from USA Swimming's Sample Club Handbook)--Please be sure to check with your swimmer's coach for specifics that may be different from the examples below. \*Edits/Additions have been made to further support Foothills Swim Team's core values and standards.*

Listed below are some very in-depth guidelines geared to help you through your first couple of swim meets. It may seem a little overwhelming, but we tried to be as specific and as detailed as we possibly could. If you have any questions, please ask your coach.

## Before the Meet Starts

Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be listed on the website on the meet event page. Upon arrival, find a place to put your swimmer's blankets, swim bags and/or sleeping bags. The team usually sits in one place together, so look for some familiar faces.

Make sure your swimmer checks in with his/her coach. Usually, parents are not allowed on deck so this may be a responsibility of your swimmer. Check for special posted instructions in the check-in area.

Check-in is required so that the people running the meet know who is actually at the meet. After check-in, the meet administrators "seed" the swimmers into heats. Heat and lane assignments will be posted, so be sure your swimmer knows where to look!

Sometimes the meet is "pre-seeded" and no check-in is required. You and your swimmer can find heat and lane assignments by purchasing a program.

Once "checked in", write or have the swimmers write each event-number on his or her hand in ink. This helps him/her remember what events he/she is swimming and what event number to listen or watch for. Most parents bring a pen to write this information on your swimmer's hand or arm.

## Before the Meet Starts Continued

Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. A swimmer's body is just like a car on a cold day-he/she needs to get the engine going and warmed-up before he/she can go all out.

After warm-up, your swimmer will go back to the area where his/her team is sitting and wait there until his first event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in. The meet will usually start about 10-15 minutes after warm-ups are over.

According to USA Swimming rules (because of insurance purposes), parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to a coach. He or she in turn, will pursue the matter through the proper channels.

Psyche Sheet or Heat Sheets. A psyche sheet is usually available for sale in the lobby or concession area of the pool. It lists all swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time (up to the date that the entry was submitted) in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event. A Heat sheet may be available close to the start of the meet that lists the actual heat and lane a swimmer will be competing in.



# Meet Starts

It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their hand). He/she may swim right away after warm-up or they may have to wait awhile. Most meets are computerized. There are generally two ways a swimmer gets to his/her lane: A swimmer usually reports directly to his/her lane for competition a number of heats before he/she actually swims OR you check with your swimmer's coach for specific instructions. In some novice meets, a swimmer's event number will be called, usually over the loudspeaker, and he/she will be asked to report to the "ready area" or "bullpen". Swimmers should report with his/her cap and goggle.

Generally, girls events are odd-numbered and boys events are even-numbered. Example: "Event #26, 10-Under Boys, 50 freestyle, report to the ready area." This area is usually where all swimmers check in before their race. At some meets swimmers will simply meet behind their starting block 2-3 heats early.

The clerk will usually line up all the swimmers and take them down to the pool in correct order. You can expect at least 4-8 heats of each event.

After each swim:

He/she is to ask the timers (people behind the blocks at each lane) his/her time. Depending on the coach's instructions, the swimmer may be asked to do some recovery swimming if a "warm down" pool or lanes are available. The swimmer should then go immediately to his or her coach. The coach will discuss the swim with each swimmer. Some coaches may wish to talk with the swimmer before her recovery swim.

# Meet Starts Cont..

Generally, the coach follows these guidelines when discussing swims:

- Positive comments or praise, suggestions for improvement, and positive comments
- Things you, as a parent, can do after each swim:
  - Tell them how great he did! The coaching staff will be sure to discuss stroke technique with the athlete. You need to tell him how proud you are and what a great job they did.
  - Take them back to the team area and relax.
  - This is another good time to check out the bathrooms, get a drink or something light to eat.
- The swimmer now waits until their next event is called and starts the procedure again. When a swimmer has completed all of their events they and their parents get to go home. Make sure, however, you, as a parent, check with the coach before leaving to make sure your swimmer is not included on a relay. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and they are not there.
- Prelim/Final Meets: Most Championship meets consist of a morning "Prelims" session and an evening "Finals" session. There may be as many as (4) finals heats depending on the type of meet. Final heats are listed as (A, B, C, or D) in order of (A) fastest to (D) slowest. If a swimmer qualifies for one of the finals heats they will need to verify with their coach qualification and when to return for the finals warm up session. Qualifying for a finals swim is an honor that should be held in the highest regard. FST believes in the core value of swimming in finals and does not permit scratching out of finals swims.
- Results are usually posted somewhere in the facility. Awards are often gathered for a team and given to the coach at the end of the meet. The coach will give the awards to the swimmers at a later time.

# Suit Types

Did you know there are 3 types of suits? They are:

- **Practice/training suits** (these suits are made to last day in and day out. They are used primarily for the hours and hours swimmers spend in the pool. The material is made for comfort and durability during training not speed. Pricing ranges (\$17-\$65 Women and \$10-\$20 Men)
- **Meet suits** (these suits are generally used for "non-championship" meets. They are made for multiple meet uses and typically last 1-2 years. They are made for comfort and speed. Price ranges (\$50-\$100 Women and \$20-\$50 Men).
- **Tech suits** (these suits are not made to last long. They are made to be used 3-4 times a year at "Championship meets" only. They are the most expensive suits on the market and made for speed only. These suits use compression and are typically not comfortable. The material breaks down quickly after 4-5 uses showing big losses in compression and increased drag. Price ranges (\$100-\$500 Women and \$100-\$350 Men)

# Volunteering

A huge part of that is our parent volunteerism. Swimming is a sport where parent involvement is crucial to a strong season. There are roughly 200 volunteer positions at each home meet and 5-10 for each social event. Please read through these requirements prior to registering for swim team: - Meet worker sessions (reference the Worker Sessions Responsibility slide below)

\*Please note that all members (Bronze 1 and up) are required to volunteer at home meets.

Along with our member's volunteer responsibilities at our home meets, we also have several other volunteering opportunities. Please see below some of the other volunteering needs of the team.

- **Board service:** The affairs of this Association and Team are managed by seven (7) directors who consist of the Head Coach and six (6) elected directors. Each of the elected directors serves a term of two (2) years. Roles are (President, First Vice President, Second Vice President, Secretary, Treasurer, Assistant Vice Presidents, and the Head Coach.
- **Travel coordination:** Approved travel meets require advance planning and significant resources to secure meet participation. This position coordinates the travel to assist with chaperones & all members to benefit from low cost group / bulk purchase travel expenses (airfare, hotel, ground transportation, etc.) for member families - but the costs are ultimately the members', not the Team's. The planning of such events have been executed in coordination with the coaches by the Volunteer Travel Coordinator.
- **Social coordination:** FST plans and hosts several social events throughout the year. Social Coordinators help plan and run these events. Some examples are: Potlucks, Team Banquet, Team Dinners, and many other social outings.
- **Other support** (audit committee, fundraising committees, social committees, etc.)

# Worker Sessions Responsibility

- A large piece of running a team is hosting meets at our facility. At Foothills Swim Team we are known for running high quality meets, these meets provide an opportunity for our swimmers to measure their progress and for us to host other team swimmers in one of the finest facilities in the state. Foothills Swim Team normally hosts 3 to 4 meets during the swim year. It is expected that each family complete two (2) volunteer sessions during each of these hosted meets.
- \*Please note: Parents of swimmers in the groups of (Pre-Team and Comp Prep) are responsible for working one volunteer session if their child is entered in the meet.
- Most of the needed hours are during these actual meets; however there are some activities outside of the meet days where volunteer hours can be achieved. We design each worker session within a (4-6 hour) time frame. Since meets provide revenue for the team, which in turn lowers all members' dues, we require that each family participate in worker sessions whether your child is swimming in meets or not. At times, Foothills Swim Team attends meets where we are required to help as well. It is expected that each of us support these requests as needed. These hours cannot be predicted and therefore do not count toward the family volunteer obligation.
- Once you have signed up for a worker session it is your responsibility to find a replacement if your schedule or availability changes. Foothills Swim Team will charge a non-compliance fee of \$250.00 per missed worker session to your credit card on file the week following the meet.
- \*\* Swimmers registered in Pre-Team and Comp-Prep will have to provide one worker session for any FST-hosted meet in which your child signs up to swim in\*\*

# Fundraising

In an ongoing effort to advance our team, Foothills Swim Team has established a fundraising requirement for each family of \$300.00 (meaning \$300.00 after any cost for goods/services provided is deducted) and \$75.00 each additional swimmer. The team will provide opportunities throughout the year to allow for the fulfillment of this responsibility. If you would prefer to not participate in fundraisers, you may choose to have your fees collected with your membership dues. Please contact Laura Blakey at [LauraB@foothillsswimteam.com](mailto:LauraB@foothillsswimteam.com) and make arrangements with her.

One half of the fundraising requirement must be met by January 31<sup>st</sup> and the second half is due by August 1st or when you withdraw from the team (whichever is sooner). The full \$300.00 fundraising requirement is due at membership termination.

\*\*Swimmers registered in the Pre-Team group are not required to participate in fundraising; swimmers in the Comp-Prep group are required to raise \$150.00 with \$75.00 for each additional swimmer.

# Financial Responsibility

Members will be charged an annual team registration fee of \$250.00 per family. \*Pre-Team (\$150)

Approximately \$75.00 annual USA Swimming membership

Approximately \$25.00 for team t-shirts for the 1<sup>st</sup> swimmer in each family

\$150 administration fee for the team

Members will be charged an annual fundraising fee as described above.

Monthly dues and meet fees will be automatically charged to your credit card or bank account on file on the 1st of every month. If you choose to pay your fees by cash or check, payment is expected on the 1st of the month.

Members are encouraged to pay with direct debit from their bank account - as this saves the Team credit card processing fees and keeps overall team costs down. If paying by cash, a receipt is required. Coaches will not collect any money. Please send your payment to: Foothills Swim Team, PO Box 27007, Lakewood, CO 80227.

For families with more than one swimmer there is a discount of \$7.50 per swimmer per month.

If dues are not paid within ten (10) days after the due date, the Member may be declared at the discretion of the Board a non-member and the swimmer may be banned from participation. Balances 60 days overdue may result in termination of membership privileges.

If a member quits the team or is dropped from FST for a delinquent account, overdue and current account balances (including Fundraising Fee) are immediately due in full. The member will be allowed to rejoin the club only after the past due balance is cleared and a \$50.00 rejoining fee is paid.

## Financial Responsibility Cont..

If a member is suspended from the team, monthly dues will be suspended for the same period of time, after which dues will automatically resume. Accounts must be brought up-to-date before the suspension ends, or they may be subject to termination.

### RECURRING MONTHLY CHARGES - TEAM DUES

The swim year runs from September 1 - August 31 each year. The dues schedule is below:

#### Payment Schedule - Nine Monthly Payments.

No team billing charges will occur after Nine (9) monthly payments have been received from a family. In the event a swimmer voluntarily opts to suspend membership at anytime prior to the receipt of nine consecutive Team Dues installments, the swimmer remains financially responsible for the full nine monthly Team Dues installments for that Season. When a swimmer is moved to a practice group that is different from the one initially registered for prior to payment of the nine monthly installments, billing will be in the amount of the new group rate for each remaining month of the nine monthly installments. The first of the nine Team Dues installments will be due September 1 and installments will continue to be due on the first of each month until nine monthly payments have been received or until August monthly billing, whichever may come first. If a swimmer registers and begins swimming anytime between September 1 and November 30, Team Dues are considered paid after the receipt of nine payment installments. If a swimmer registers and begins swimming anytime after December 1, Team Dues must be paid each month beginning December and continue through August.

Access to the current years dues and fees can be found online under the “Groups & Practices” tab on the home page of our website ([www.Foothillssswimteam.com](http://www.Foothillssswimteam.com))



## Financial Responsibility Cont..

Each member will be charged a full month's dues for every month in which they compete or attend a training session. Monthly fees are not refundable for a partial month. Fees will not be prorated other than for a documented medical condition that prohibits physical participation.

A current Member in Good Standing may apply for medical leave. Should a member give notice that he or she will not be participating for an entire month because of a documented medical condition; the member may be entitled to place their membership on hold, and not incur any training fees for the month.

Members must get approval for medical leave from their coach. Any member whose membership has been placed on hold will be charged a full month's dues if they attend any practice during that month.

Any member wishing to drop out of the program must notify FST in writing by the 21st of the month in order to avoid being billed for the next month. Verbal notice to a coach that you are discontinuing membership is not proper notice. If a member is billed unnecessarily and cannot provide proof of termination date, the member is responsible for all charges on the account. This includes seniors who graduate and subsequently leave the team.

# Behavioral Agreement

All Members must adhere to the USA Swimming Rules and Regulations Article 304 CODE OF CONDUCT (attached and located in USA Swimming Rules and Regulations, found on the USA Swimming Website)

## Parent Member Behavioral Expectations

The FST Head Coach and Assistant Coaches shall be responsible for discipline, in regards to; all team activities. All Parent Members are responsible to abide by the following rules:

- During team practices, Parent Members will not engage in conversation with the coaches. Coaches are happy to schedule an appointment to speak with parents during non-practice times.
- During team practices, Parent Members will not engage in conversation or instruction with their child.
- During practices and swim meets, Parent Members will not go onto the pool deck, unless he/she has been specifically requested to be on the deck by the coach or is performing a specific responsibility for the club. The “Pool Deck” is and will be defined by the coaching staff.
- Parent Members should support their swimmer(s) to be the best that they can be. Parent Members should not openly compare the abilities, skill, courage, or attitudes of their swimmer(s) with other members of the team or other teams.
- Parent Members should fully support their swimmer’s coach and will not compete with the coach for authority, as it relates to the program.

## Behavioral Agreement Cont..

- Parent Members will not overstep, circumvent, or dissent any decision made by the coaching staff. If parents have a concern, it should be addressed with the coach at an appropriate time and in an appropriate manner.
- FST is only responsible for swimmers during swim practice hours. Parent Members are responsible for the supervision of their swimmers outside of scheduled practice times and agree to supervise their other children, if they are in attendance.
- Parent Members agree to be present or to arrange responsible supervision at all swim meets, including championships, at which their child will be present.
- A Member with more than three (3) violations of this agreement on file will not be allowed to return to the team.
- A Member may be immediately dismissed from the team based on the seriousness of a violation.

# Swimmer Conduct at Practices and Meets

- The Head Coach and Assistant Coaches for FST shall be responsible for the behavior of the swimmers and for subsequent discipline during all team activities. All Team Swimmers are responsible to abide by the following rules:
- Behavior that endangers another swimmer or disrupts practices or meets will not be tolerated.
- Swimmers will treat their coaches and teammates with respect at all times.
- Any inappropriate conduct, advance, behavior or action directed towards a Member, coach, or official by a swimmer will not be tolerated.
- No inappropriate language will be tolerated.
- No running or horseplay on deck, in the water, or in the locker room.
- No loitering in the locker room. The use of cell phones in the locker room is expressly prohibited.
- Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is prohibited.
- Adhere to the rules and regulations of the pool facility.
- Swimmers shall treat the pool facility, staff and all equipment with respect.
- Adhere to the FST Honor Code
- Adhere to the USA Swimming Rules and Regulations Article 304 CODE OF CONDUCT (see below)

# FST Discipline Policy

- An FST “Member”, “Parent Member” and “Team Swimmer” are defined by the FST Bylaws (Article IV) Any infraction of the above behavioral agreement will be dealt with by the Coach as follows:
- The coach may either give the Member a verbal warning, written warning, or enact immediate suspension depending on the severity of the infraction.
- If there is a second infraction by the Member, the coach will contact the parent and seek their assistance in dealing with behavior (if it is the swimmer). The coach will give additional verbal warnings, a written warning, or apply immediate and indefinite suspension.
- If a suspension is implemented without dismissal from the team the parents will be informed of the details of the suspension.
- The coach has option/right to confer with the Head Coach and/or the Board of Directors. The Head Coach has the right to enact a disciplinary decision (up to and including termination) without the Board of Directors’ input or knowledge.
- A Member may be indefinitely suspended or terminated from the team based on the seriousness of the violation. The Member may be terminated from the team at the Head Coach’s discretion or by a majority vote of the Board. No fees will be refunded to terminated members.

# Discipline for Verbal and Written Warnings

**Class I Objectionable Behavior: Unacceptable Behavior (including, but not limited to) sale or distribution of illegal drugs; conviction of felony; and fighting which brings criminal charges, particularly that which results in the significant bodily injury of any person (regardless whether at a club activity or not).**

- **Procedure:**

- 1st Offense – Suspension\* for a minimum of sixty (60) days of the swimmer's season or Membership Termination as determined by the Head Coach and/or the Board of Directors. Member is revoked of their "Member in Good Standing" status for a minimum of 12 months.

- 2nd Offense – Membership Termination as determined by the Head Coach and/ or the Board of Directors. No fees will be refunded to terminated members.

# Discipline for Verbal and Written Warnings Cont..

**Class II Objectionable Behavior:** Unacceptable behavior as a member of the Foothills Swim Team at Foothills Swim Team functions, practices, and meets. This behavior would include, but not be limited to, possession or use of illegal drugs, alcohol, tobacco or weapons; fighting; engaging in theft, significant vandalism, or sexual misconduct of any nature.

- **Procedure:**
  - 1st Offense – Suspension\* from the team for a minimum period of thirty (30) days of the swimmer's season or Membership Termination as determined by the Head Coach and/or the Board of Directors. Member revoked of their "Member in Good Standing" status for a minimum of 12 months.
  - 2nd Offense – Suspension\* from the team for a minimum period of sixty (60) days of the swimmer's season or Membership Termination as determined by the Head Coach and/ or the Board of Directors. Member revoked of their "Member in Good Standing" status for an additional 12 months.
  - 3rd Offense – Shall be considered a violation of Class I Objectionable Behavior and handled according to the disciplinary proceedings of Class I Objectionable Behavior.
- \*Suspensions may be extended into the swimmer's next season, if needed.

# Discipline for Verbal and Written Warnings Cont..

**Class III Objectionable Behavior:** Unacceptable behavior at Foothills Swim Team practices, competitions and team functions that include, but are not limited to: minor vandalism; being disruptive in practices or meets; abusive language or behavior; insubordination to members of the coaching staff, chaperones, or others; littering; or other acts of misconduct as determined by the coaching staff.

- **Procedure (Handled by the Coaching Staff):**
- **1st Offense “Verbal Warning”** – Team Swimmer or Parent Member will be verbally warned and the coach will document the warning with the Board of Directors.
- **2nd Offense “Verbal Warning”** – Team Swimmer or Parent Member will be verbally warned and the coach will document the warning with the Board of Directors, and Parents notified.
- **3rd Offense “Written Warning”** – Team Swimmer or Parent Member will be issued a “Written Warning” and the coach will document with the Board of Directors. Member is revoked of their “Member in Good Standing” status for a minimum of 12 months.
- **Repeated Class III offenses may result in the offense being considered a Class II Objectionable Behavior.**



# FST Code of Conduct

## USA SWIMMING - ARTICLE 304 – CODE OF CONDUCT

### 304.1

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

### 304.2

- Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

# FST Code of Conduct Cont.

## 304.3

- The following shall be considered violations of the USA Swimming Code of Conduct: Violation of the right to compete provisions set forth in Article 301.
- Violation of the anti-doping provisions set forth in 303.3.
- Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.