



Team Handbook
2022-2023

Summary of Changes for 2022-2023

- **Senior Group qualification standards will change as of January 1 2023.** National group swimmers will need to achieve a Winter Junior time standard and National Prep swimmers will need to achieve a spring sectional time standard.
- **Details about private lessons from Bolles Coaches** have been added to the Non Competitive Programs page.
- **Registration fees for the Sharks team will increase by \$15.** Registration will include ‘essential’ apparel items (4 team t-shirts, 2 latex caps, and a team suit). Apparel items will be available for pick up in early September. This increase accounts for the increase in costs for apparel, decoration, and fixed costs experienced over the past year.
- **Annual coaching fees will increase between 3-5% for each practice group.** Fees are set to round monthly payment numbers for consistent billing, updated costs can be seen on page 13. It is common practice to increase fees annually, fees were increased for 21-22 (after no increase for 20-21). **This increase is more than we planned for this year, it is a direct reflection of the investment into coaching and the increased costs of providing service experienced in the past year.**
- **The Multi-Swimmer Discount for 4 or more swimmers has changed to 25%** (and families will be billed over 11 months). This change is the final step planned from 3 seasons ago and aligns the discount steps appropriately for each additional swimmer.
- **Boarding students will be placed on the same 9 month billing cycle same as day students.** This change better balances the cash flow needed to support an annual coaching staff.
- **Senior Groups descriptions and qualifications have been updated** to match the website and changing group standards in coming seasons.
- **The Meet Service commitments have stayed consistent with our past membership requirements.** Please expect a full complement of hosted meets to work at this coming year..
- **Language describing how coaches and athletes may use text message has been updated** in the Communication Expectations section.

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WELCOME

Welcome to the Bolles School Sharks! We look forward to working with your swimmer(s)! Our team is a year-round, competitive swimming team offering instruction, training, and competition. The team is operated by the Bolles School. The team is financed and supported by the Bolles Sharks families. The head coach/aquatics director and the coaching staff supervise the management and operation of the Bolles Sharks.

The Bolles School Sharks has established itself as the top team in Florida as well as one of the top teams in the United States. The team competes in local, regional, national, and international competitions sanctioned by USA Swimming, Inc., the national governing body for amateur swimming in this country, and by FINA, the international governing body for swimming.

THE BOLLES SCHOOL

The Bolles School supports the Bolles Sharks program through the establishment and care of the Bolles Swimming facilities, administrative support (finance, IT, and human resources), and establishment of the Head Coach/Aquatic Director position. The operation of the Bolles Sharks program reflects the values, mission, and procedures of the Bolles School.

THE BOLLES SCHOOL VALUES STATEMENT

The Bolles Community strives to reflect in each of our lives respect for the individual. We embrace this philosophy and teach our students that a civilized culture (all that is truly great in human life – in art, in music, in literature, in science, in athletics and in technology) represents the achievements of honest, thoughtful, and often highly learned individuals. The sharing of ideas, ideals, and accomplishments with one another brings mutual respect and often mutual advantage. The success of such people develops highly desirable personal values such as generosity, honesty, hard work, sharing attitudes, high ethical standards, and pride in community.

These values reflect our philosophy of moral growth:

- Respect for the property and opinions of others
- Responsibility for our actions
- Hard Work to achieve mental and physical excellence.
- Concern for Others, especially for those less fortunate
- Pride in our community

THE BOLLES SCHOOL HONOR CODE

The Honor System is based upon, but not limited to, our Honor Code that states: "I will not lie, cheat, or steal, or tolerate anyone who does." Violation of the Honor Code can be grounds for dismissal from the team as well as the school grounds.

THE BOLLES SCHOOL HONOR SYSTEM

All areas of student life, program membership, and behavior are governed by the Honor System, whose purpose is to provide the growing, maturing individual with on-going developmental experiences leading to and culminating in a firm, secure value system. The Honor System is based upon, but not limited to, the Honor Code: "I will not lie, cheat, or steal, or tolerate anyone who does."

THE BOLLES SCHOOL WAY:

Pursuing excellence through courage, integrity, and compassion.

NON-DISCRIMINATION POLICY

Admission and participation in our programs are open to all eligible swimmers who meet our qualification requirements regardless of race, color, ethnicity, or national origin.

THE VALUES STATEMENT AND EXPECTATIONS REGARDING MUTUAL RESPECT & APPROPRIATE CONDUCT

Whether we attend Bolles as students, visitors, members of its sponsored programs or are employed by the School, there are reasonable expectations governing our conduct designed to help ensure that all in our community are treated with the respect mentioned prominently in our Values Statement, so that each person here is allowed the same opportunity to achieve success without bullying, insult, threat, or harassment. These expectations apply to all forms of conduct and communications, whether physical, verbal, written, or electronic that are consistent with the values set forth above and which go to the very core of this school and its programs. Only those participants willing to show respect for their fellow members of our community belong at Bolles.

SWIM LESSON PROGRAM (Non-Competitive)

The Bolles School Sharks Swim Lesson Program combines the expertise of the Bolles Sharks coaching staff with the innovative concept of a swimming school, where students attend a bi-weekly swimming class designed to teach them the fundamentals of both water safety and swimming. These programs are available throughout the year; please check the team website at www.bollesswimming.org, for up-to-date availability.

JUNIOR MAKO

Junior Mako Sharks represent the steppingstone from swim lessons to our youngest competitive group, the Mako Sharks. Continuing with teaching the competitive strokes, coaches working with the Junior Mako Sharks instruct the swimmers from the pool deck rather than from the water. Junior Makos work towards being able to complete at least one half of a 25-yard lap of both freestyle and backstroke. Swimmers must be able to kick 25 yards, swim 15 yards with their face in the water, as well as complete 25 yards swimming on their back to participate.

LEARN TO SWIM

This group uses fun to introduce swimming to young children, doing so in a safe and controlled environment. Featuring a small swimmer-to-coach ratio, instructors remain in the water with the athletes and provide instruction in the competitive strokes. A goal of this group is to prepare children to be proficient enough to move into the Junior Mako group. Swimmers must be toilet- trained to qualify.

PRIVATE COACHING SESSIONS

It is a great benefit for our coaching staff to offer one on one coaching for Bolles Sharks student-athletes. One on One or small group lessons are great for creating a unique learning environment catered to the student athlete. Lessons also help foster a positive coach-athlete and parent-coach relationship. Finally, lessons help our current staff members supplement their personal income. We want to encourage coaches to engage in one on one lessons in a safe and responsible way. The following policies define the how CURRENT BOLLES COACHES may provide one on one lessons at the Bolles School.

1. ALL private or semi-private sessions must be logged in the swimming office, 'Private Lesson Log' notebook. Regardless of payment type, time, or age of swimmer.
2. Swimmers and instructors should be members of the Bolles Sharks team and registered with USA Swimming at the time of the lesson (unless part of Swim Camp). If non-members are interested in a private session please contact the swim office.
3. A parent or another coach should always be present when giving one on one instruction.
4. Lessons are not permitted during practice hours for the age of the swimmer. Swimmers should not be encouraged to miss a practice to attend a lesson session or replace a practice with a lesson.
5. Just like the Bolles Sharks and all third parties who use the Bolles facilities, a percentage of the lesson proceeds is used to offset the costs of our facilities including maintenance, utility costs, and insurance costs. .
6. Lesson prices are set at \$50 per lesson (\$30 per person for small group up to 3). Lessons will be billed to Sharks Team Unify account or paid by check to "The Bolles School Sharks". Cash payments not accepted. Pay will be added to instructor's paycheck for that pay cycle.

Notes:

While we cannot oversee lessons given at private residences or other pools, we ask that each coach in this situation consider the benefit of hosting the lessons at Bolles (covered by insurance and benefits of facility) and the way they represent the Bolles name in the local community.

COMPETITIVE PROGRAMS

AGE GROUP PROGRAM

The Age Group Program provides training to athletes in 8th grade and younger. Swimmers are typically placed into a group based upon age and ability level. The Bolles Sharks strive to ensure that there is a place for all athletes who have a desire to swim competitively, whether the swimmer is new to year-round swimming or is preparing to compete at the regional and state level. The coaching staff is also careful to maintain a swimmer-to-coach ratio that allows for an optimal teaching environment. Quality coaching focused is on progressing athletes technically from Makos to Hammerheads. This is a focused practice group structure that results in better prepared athlete entering our Great White Groups.

MAKO SHARKS (FIVE PRACTICES PER WEEK OFFERED) Grades PreK-1

The Makos are composed of the youngest competitive swimmers in the Bolles Sharks program. The main emphasis of this group is to teach the fundamentals of the competitive strokes. This consists of kicking, drilling, streamline, and the development of the skills necessary for competitive swimming.

TIGER SHARKS (FIVE PRACTICES PER WEEK OFFERED– 3 to 5 EXPECTED) Grades 2-3

All swimmers within the Tiger Sharks must be able to legally swim each of the four competitive strokes. Furthermore, sharpening of the competitive strokes through drills and kicking will be emphasized. Starts, turns, and mental skills for training for the next level will also be emphasized.

HAMMERHEAD SHARKS (SIX PRACTICES PER WEEK OFFERED– 4 to 6 EXPECTED) Grades 4-5

It is at the Hammerhead Shark level in which swimmers move from primary stroke and technique instruction to more emphasis on training. Drill work and kicking will continue to make up a large portion of the practices; however, swimming sets will be added. At this level, goal setting will be introduced, and swimmers will be expected to be more accountable for their swimming progression. Consistent practice attendance is necessary for continued improvement and advancement to the next group.

GREAT WHITE SHARKS (SEVEN OFFERED PRACTICES PER WEEK OFFERED– 5 to 7 EXPECTED) Grades 6-7-8

The Great White Sharks take on a much more rigorous training load than the Hammerhead Sharks, while continuing to build upon the skills acquired at the Hammerhead level. Practice times are longer in conjunction with higher yardage requirements. The increases in physical demands require that swimmers regularly attend practices. Swimmers will be expected to understand interval training and will learn how to train at different effort levels and speeds. There will also be a greater emphasis on race strategies. The Great White Sharks represent the final step in the Bolles Sharks age group program.

To accommodate both Bolles School and non-Bolles School athletes year-round, the Great White Program is divided into two distinct groups during the school year:

Great White-Bolles Middle School Students is reserved for Bolles Middle School students, who are also members of the Bolles School Sharks.

Great Whites is offered to athletes who do not attend The Bolles School yet wish to be members of the Bolles School Sharks year-round team.

SENIOR PROGRAM (8 PRACTICES PER WEEK OFFERED– 6 to 8 expected)

NATIONAL GROUP

To be considered for this group Student-Athletes need to be in grades 10-12 and have achieved a 2022 Futures time standard before December 31, 2022. Starting January 1, 2023 student-athletes will need to achieve a 2022(3) Winter Junior National standard for consideration to the National training group. Student-athletes are expected to commit to goals including competition at a National/International level (US Olympic Trials, The Olympic Games, USA Swimming Nationals, and Junior Nationals). Should the number of student-athletes qualified for the group fall below 24 (combined boys and girls), additional swimmers may be selected by the coaching staff based on training consistency and performance times. National Group Student-Athletes are expected to attend all practices offered (including morning practices) and competitions as planned by the coaching staff. Athletes in this group maintain an academic focus while prioritizing practice and competition opportunities throughout the year. Student-Athletes and families will need to make choices reflecting these priorities including aspects of well-being at and away from the pool.

NATIONAL PREP GROUP

To be considered for this group Student-Athletes need to be in grades 9-12 and have achieved 3 2022 FL Summer Senior Championship Standards (3 different events, 50s of Fly, Back, and Breast are not included) by December 31, 2022. Starting January 1, 2023 Student-Athletes will need to achieve a 2023 FL Spring Sectional Qualifying Time to be considered for the this practice group. Student-Athletes in this group are expected to commit to goals of competing at a State, Sectional, Futures, and Junior National level (as well as internationally). National Prep Student-Athletes are expected to attend all practices offered, with the exception that 9th grade swimmers are only expected at a single morning practice per week. 9th grade athletes may attend additional morning practices after a discussion with coaches.

CHAMPIONSHIP “CHAMPS” GROUP

This group is for Bolles Student-Athletes in grades 9-12 with goals to compete at a State and Sectional level or to grow as a competitive swimmer. Coaches will develop lanes and practices appropriate to the swimmer’s goals within the group. Champs group student-athletes are expected at 5 practices per week and encouraged to attend all available practices including morning practices, especially based on goals of reaching a sectional time standard.

BOLLES AND LATE-NIGHT GROUPS

To accommodate both Bolles School and non-Bolles School athletes year-round, the Senior Program is divided into two distinct groups during the school year:

Bolles Senior Groups is reserved for Bolles School students, who are also members of the Bolles School Sharks.

Late-Night Groups is offered to athletes who do not attend The Bolles School who are members of the Bolles School Sharks.

*Programming is conducted by different coaches sharing the same philosophy and goals. Practice times may differ, but the overall amount of programming will be consistent with what is best for both groups. National and National Prep Athletes will be combined to one group in the late night program.

Weight Room & Dryland Programs

Bolles Senior Group groups include 3-4 on land training sessions per week (“dryland”). These can include swimming specific strength and conditioning, yoga, running, or weight room sessions. Typically, these sessions are included within the scheduled practice times. Weight Room sessions are in addition or as a replacement for dryland sessions scheduled for student-athletes. There will be a specific registration process for the weight room program. Weight room programs are only open to 11th and 12th graders in the National Prep and Champs groups as well as all National Group student-athletes.

Participation in the weight room program requires an agreement to the policies and procedures of the weight room and a REQUIREMENT to attend the expected number of swim practices AND all weight room sessions. An athlete who does not attend all swimming sessions expected or misses more than 3 weight room sessions in a semester will be removed from the program (and directed to the existing dryland programming).

STUDENT-ATHLETE EXPECTATIONS

Student-athlete members of the Sharks program are expected to strive for **competitive swimming improvement**. The value of our program and expertise of our coaches are designed for the growth of a competitive swimmer and expectations are set accordingly. Student-athletes who use their time with the shark's program for reasons other than competitive growth may be asked to find an appropriate program elsewhere.

These are expectations of the swimmers in the Sharks program with respect to their age-appropriate groups. These expectations are meant to establish minimum acceptable behaviors for achieving the goals of the swimmers and of the Bolles Sharks as a club. They include the code of conduct described in relation to the Bolles School and the codes of conduct explained here.

- Use great POSTURE – in and out of the pool.
- Be POLITE – to your teammates and coaches, listen when a coach is speaking.
- Be PROMPT – to practices and all activities, respect others by respecting their time.
- Be PREPARED – to practice with the right equipment, suit, clothes, and attitude.
- Be PURPOSEFUL – in all that you do.

To do any of these you must be PRESENT! We strive to have all athletes attend practices as consistently as possible.

ATTENDANCE EXPECTATIONS

Each training group has specific attendance expectations appropriate for the objectives of that group. As a rule, the least possible interruption in the training schedule will produce the greatest amount of success. The expectation level of the coaches' that each swimmer attends practices increases as swimmers move to older groups.

We believe each swimmer should strive to attend all practices offered based on the goals and desired outcomes for that swimmer. Please ask your group coach what to expect in any individual circumstances.

For the safety and protection of the swimmers they should arrive at the pool no more than 15 minutes before the start of practice and be picked up immediately after practice. It is imperative that the swimmers arrive on time so that the coaching staff can efficiently use the allotted time; however, it is also extremely important that children not be left unsupervised at the pool prior to or after practice. The coaching staff is NOT responsible for supervising athletes either prior to or following a practice session.

Each swimmer should plan to stay the entire practice as each practice is designed to be most beneficial when completed in its entirety. If your child needs to be dismissed early from practice, please notify the coach prior to the beginning of practice.

All practice groups are expected to be at their designated starting place with their practice equipment ready to start practice on time. Swimmers must notify their coach if they leave the pool and/or pool deck at any time during the practice.

INJURY & ILLNESS

Whenever possible, the coach should be informed in advance of an illness or injury, regardless of how serious or trivial it may be. If your swimmer will be out of the water over a long period of time with an injury or illness, please notify your swimmer's coach by phone or email. If the swimmer will suspend participation due to injury for over 1 month, please contact the swim office regarding billing.

WEATHER

Practice is only cancelled if The Bolles School closes, otherwise parents are expected to use their best judgement whether to bring their swimmer to practice. If bad weather is imminent, we ask that parents stay on campus in the event swimmers are dismissed early. Communication regarding potential bad weather will be sent as soon as possible.

STUDENT - ATHLETE CODE OF CONDUCT

The following policies reflect the rules for student-athletes in the Bolles Sharks Club. Disregard for the rules listed here are grounds for termination from the club or suspension from practices/competitions, as necessary.

1. The Bolles School rules are always to be followed, in all facilities including during travel or away competitions. Instructions from any coach are always to be followed.
2. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind is prohibited. Team members involved with or in the presence of others using these substances will be considered as participating.
3. Disrespectful, indiscreet, or destructive behavior will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid others engaging in these activities.
4. Use of proper language is always expected.
5. All athletes are expected to treat team members, coaches, staff, and competitors with respect, support, and kindness. These expectations apply to all forms of conduct and communications, whether physical, verbal, written, or electronic.
6. Inappropriate displays of affection between swimmers have no place on pool deck at any time. Public romance, physical expressions of mutual attraction, or behavior deemed inappropriate by the Bolles coaches will are not allowed.
7. Thievery is not allowed in any facility, campus, or outside of the program. Each swimmer is responsible for replacing accidentally lost or damaged equipment.
8. All athletes are expected to abide by the dress code and apparel policy determined by the coaching staff of the Bolles School Sharks at all practices, competitions, and during team travel.
9. Athletes will use the team locker rooms for changing only and will abide by the policies listed in the Minor Athlete Abuse Prevention Policies. Inappropriate or destructive behavior in the locker room will result in a loss of locker room privileges. In the event a specific action cannot be attributed to a student-athlete the team may lose locker room privileges.
10. ALWAYS represent the team positively in your behavior, appearance, and sportsmanship.
11. All athletes must agree to and abide by the policies and procedures explained in the Bolles Minor Athlete Abuse Prevention Policies.
12. The Bolles School Sharks includes members who are Bolles Students and members who are not. All policies and expectations of positive conduct apply to both sets of student-athletes.
13. If requested and at the discretion of the coach, videotaping that is disruptive during practice and/or competitions will be restricted.

Bolles School Sharks official 2022-23 registration will stand as agreement to the above rules, on behalf of the swimmer.

STUDENT-ATHLETE APPAREL POLICY

The Bolles School sharks apparel policy is in place to 1) create and promote a commitment to TEAM through a unified and consistent appearance and 2) provide student-athletes with the appropriate apparel and suits for optimal performance at their age and ability level. Exceptions can be made for religious reasons, out of respect we ask that you please contact a coach prior to practices/meets if you need an exception.

The apparel policy applies to all members of the Bolles School Sharks competitive programs and the Bolles Varsity / Middle School swim team. The requirements of each swimmer will change as the swimmer grows through the program and this will be outlined in the **Bolles Equipment and Apparel Guide** which can be found on the team website. These policies apply to international student-athletes and boarding students while competing as part of the Bolles School Sharks.

Practice

1. Student Athletes are required to have a one-piece competitive training suit of their choice. Improper fit or inappropriate graphics/lettering will not be permitted.
2. Student-Athletes are required to have a TYR Bolles Swimming Cap (Other team caps not permitted unless designated by the coaching staff)

Competitions

3. Student-athletes must wear a solid navy TYR competition suit for warm up and any races not performed in a technical suit. Practice suits will not be permitted in warm up for a competition.
4. When designated by the Bolles coaching staff, TYR Technical suits (Fusion/Thresher/Tracer/Avictor/Venzo) can be worn in competition. As of September 1, 2020; 12 and under student-athletes only permitted to wear USA Swimming approved technical suits in competition.. Athletes are expected to wear TYR suits in competition, any exceptions to this can only be granted by the coaching staff.
5. During competitions student-athletes should wear the designated team T shirt and TYR apparel items to represent Bolles including warm up jackets and pants, sweatshirts, parkas, and bags.

TYR is the largest single supporter of Bolles Swimming aside from the Bolles School. The partnership with TYR Sport is based on the quality of their racing suits, apparel, and customer service. The benefits of this partnership effect each swimmer directly (savings on TYR items through a team vendor and free apparel items for National level competition) and indirectly (uniform support for coaches, sponsorship for meets, and financial benefits for professional development). Our coaches trust in TYR's products to give each swimmer the advantage they need.

We hope each athlete is proud to represent the history and success of Bolles Swimming by contributing to a team environment through our TYR apparel and suits. Coaches and staff members will ask student-athletes to change into appropriate team apparel as needed. Student-athletes not representing Bolles with the correct apparel may be asked to change, leave practice or a meet, and meet with the Head Coach prior to resuming activities. Please ask if you have any questions or concerns before being put in a position in opposition to the teams apparel policy.

Bolles School Sharks official 2022-23 registration will stand as agreement to the above rules, on behalf of the swimmer.

PARENT CODE OF CONDUCT

The following rules apply to parents of the Bolles School Sharks program. We consider our parents to be part of our team and if needed may ask for parents to change or align their behaviors with the goals of our program. In extreme circumstances families may be dismissed from the team for parent conduct.

1. During workouts, the pool deck is for coaches and swimmers. If you need to speak with the coaches, please call or email before practice. Swimmers and parents are discouraged from disrupting the coach or other swimmers with unnecessary communication, unless of course, an emergency.
2. Parents are responsible for a swimmer's behavior before and after workouts. This includes carpool members as well.
3. Any individual not registered with USA Swimming, Inc. through the Bolles Sharks is not permitted in the pool at any time or on pool deck. In accordance with the governing body of USA Swimming, Inc., parents may observe practice from the designated bleachers. At no time are parents, siblings, or non-registered people allowed on pool deck for liability reasons. Any siblings or guests must always have adult supervision and in accordance with the governing body of USA Swimming, Inc., may observe practice from the bleachers. The pool deck, space outside of the Swim Office, and the fence gate area shall remain clear of all patrons.
4. Bolles Sharks members and families are NOT permitted on the Bolles School's Whitehurst Campus playground (across the street from the pools) at any time.
5. Do not coach or instruct the team or any swimmer at a practice or meet (from the stands or any other area) or interfere with coaches on pool deck.
6. Demonstrate good sportsmanship by conducting oneself in a matter that earns the respect of your child, other swimmers, parents, officials, and the coaches at meets and practices.
7. Criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, and/or any participating swimmer will not be permitted or tolerated. These expectations apply to all forms of conduct and communications, whether physical, verbal, written, or electronic.
8. Always maintain self-control.
9. During competitions, questions or concerns regarding decisions made by a meet official are directed to a member of our coaching staff. Parents may address USA Swimming Officials via the coaching staff ONLY.
10. All parents agree to read, understand, and abide by the Bolles Minor Athlete Abuse Prevention Policy (MAAPP) as posted at the end of the handbook and on the team website.

Bolles School Sharks official 2022-23 registration will stand as agreement to the above rules, on behalf of the family.

SOCIAL MEDIA POLICY:

The Bolles School Sharks recognize the prevalence of electronic communication and social media in today's world. Many of our swimmers and their parents use these means as their primary method of communication. While the BSS acknowledge the value of these methods of communication, BSS also The Bolles School Sharks recognize the prevalence of electronic communication and social media in today's world. Many of our swimmers and their parents use these means as their primary method of communication. While the BSS acknowledges the value of these methods of communication, BSS also realizes that there are associated risks that must be considered when members use these methods to communicate with minors and other members.

Athletes and parents should remember that being a member for the Bolles School Sharks is a privilege, and they are expected to portray themselves, their team, and their community in a positive manner always or risk club expulsion.

1. BSS members will not use derogatory language, including sexist, racist, homophobic, obscene, or profane material of any kind.
2. BSS members will not use social media to degrade, demean, or attack any person, team, or organization.
3. BSS members will not use social media to contact team coaches.
4. BSS members will only post appropriate material to the club's profile, or any other FL Swimming and USA Swimming website.
5. All communication between athletes and coaches will be related to the activities of the team and should be limited to communication as outlined in the communication policies contained in this handbook.

The Bolles School Sharks have an official Facebook page, Twitter, and Instagram page that members can follow for information on team-related matters.

Bolles School Sharks official 2022-23 registration will stand as agreement to the above rules, on behalf of the swimmer.

COMMUNICATION EXPECTATIONS

We strive to communicate as effectively as possible with all members while also balancing policies that protect our staff, families, and young swimmers. We always welcome conversations with parents and student-athletes even if the content of the conversation can be difficult.

1. Communication from the coaching staff regarding most general topics (upcoming meets, practice changes, etc.) will be sent via email on a weekly basis. Please be sure you are receiving “Weekly Emails” from the coaches for the groups your swimmer is in.
2. Communication specific to your swimmer will generally come in an email or phone call from a coach. In some instances (such as during a travel event) we may need to use text.
3. Coaches will not communicate directly with student-athletes unless another adult staff member or a group of student-athletes are copied on the message. Please read the Bolles Sharks Minor Athlete Abuse Prevention Policy for further information.
4. Coaches will strive to respond to emails within 48 hours and phone calls within 24 hours. Please be aware we work to avoid scheduling any meetings during practices times to prioritize our focus on the swimmers in the water. Coaches are also asked to avoid communication between the hours of 8PM and 8AM to focus on their families and selves, please respect their privacy during those times.
5. Emails and messages with the use of foul language, insults, or inappropriate content will not be considered worthy of responding to and may result in removal from the team. Be respectful and calm even when bringing forth frustrations so that we as a staff may assist resolving the issue with you.
6. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head age group coach or head coach join the dialogue as a third party.
7. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.
8. Discussions with the coaching staff ARE NOT/WILL NOT be held during practice or meets.
9. Athletes will not call or text their coach unless a parent/guardian or another coach/group is included in the communication. Likewise, coaches will not call or text their athletes unless a parent/guardian or another coach/group is included in the communication.
10. Email: only used for communicating information directly related to team activities, and a parent/guardian or another should be included.
11. Members may request, in writing or by email to the Swim Office, that their child not be contacted by coaches through any form of electronic communication.

Bolles School Sharks official 2021-22 registration will serve as agreement to the above rules.

MEMBERSHIP POLICIES SUMMARY

Membership with the Bolles School Sharks includes 3 main components:

1. REGISTRATION

- Create an account on the team website, enter contact information, swimmer information, and payment information.
- Agree to policies and rules in the Team Handbook.
- Pay the per swimmer registration fee.

2. ANNUAL FINANCIAL COMMITMENT

- Annual coaching fees are paid via installments on the 1st of each month from September – May. (Mako, Tiger, and Bolles Boarding Students pay September – July)
- Meet Expenses or other items to be billed are added to your online account and are due on the 1st of the month following when they were added.

3. MEET SERVICE COMMITMENT.

- For each meet your swimmer is participating in, complete one session of service as a timer or official. (Two sessions for the June Summer Classic)

<div style="display: flex; align-items: center; justify-content: space-around; background-color: #f0f0f0; padding: 10px;"> <div style="border: 1px solid #add8e6; border-radius: 15px; padding: 10px; width: 25%;"> <p>Registration Fees</p> <p>\$125/180 Per Swimmer Paid in August</p> <p>\$85 USAS Paid in December</p> </div> <div style="font-size: 2em; color: #add8e6;">+</div> <div style="border: 1px solid #add8e6; border-radius: 15px; padding: 10px; width: 25%;"> <p>Coaching Fees</p> <p>Paid per swimmer monthly for 9/11 months.</p> </div> <div style="font-size: 2em; color: #add8e6;">=</div> <div style="border: 1px solid #add8e6; border-radius: 50%; padding: 10px; width: 20%; text-align: center;"> <p>Annual Total</p> </div> </div>						
	Swimmer Registration	USAS Registration	Coaching Fees (9 Months)	Coaching Fees (11 Months)	2022-2023 ANNUAL TOTAL	TOTAL INCREASE
Mako	\$125	\$85		\$105	\$1,365	\$65.00
Tigers	\$180	\$85		\$140	\$1,805	\$59.00
Hammer Heads	\$180	\$85	\$185		\$1,903	\$78.00
Great Whites	\$180	\$85	\$200		\$2,065	\$78.00
Senior	\$180	\$85	\$245		\$2,470	\$105.00
*Mako, Tiger Fees will be paid over 11 months.						

The following pages describe in more detail the fees, payment structure, discounts, payment methods, and more.

REGISTRATION

Each member (student-athlete; new and returning) will be registered with the Bolles Sharks club via a registration process on the team website. New and returning members each year will update contact information, billing information, and student-athlete information through the process. The family member executing the registration process will be asked to agree with the listed team policies and waivers. This electronic agreement is recorded by date, name, and IP address as an electronic signature. Members should review the policies and waivers with student-athletes and any family members to be sure policies and procedures are understood. To complete registration, a credit card payment for the registration fee must be completed and the credit card will remain on file for future payments.

The completion of the registration process will require you to pay the registration fees below (shown per swimmer) via credit card. A staff member will approve your registration and you will be sent team information via the email account you use for registration. There are no discounts offered for Team Registration as these fees represent actual expenses for the Bolles School Sharks. Registration fees are nonrefundable for any reason.

Your registration fee pays for

- Support for administrative costs to manage the program (supplies, services, fees, and insurances)
- Support for the registration and certification of the Bolles club and staff members
- Essential apparel items for each swimmer including:
 - 4 Team T Shirts (Orange, Blue, White, and Gray – delivered in December)
 - 2 Latex Team Caps (Silicone available at increased cost)
 - A Team Suit (Solid Navy)Replacements for each item will be available in the swim office.

2021-2022 Registration Fees (Per Swimmer)

Makos	Tigers	Hammerheads	Great Whites	Senior
\$125	\$180	\$180	\$180	\$180

REACTIVATION FEE

Families who de-activate a swimmer over the course of the season will be subject to a \$25 re-activation fee if they decide to continue swimming within the same swimming season. This does not apply to student-athletes who have suspended membership due to injury or illness. At the time of swimmer's reactivation, the family installments will move to the 11-month plan. Athletes who suspend their account (for dual-sports, seasonal breaks, etc.), will be wait-listed, and until roster space is available. 30-Day Notice is required for any change to your membership. Membership changes must be provided in writing.

REGISTRATION AFTER SEPTEMBER 1

A swimmer registered after September 1st of the swimming year will complete the same online registration process as returning swimmers. Based on their first day of practice swimmers will be billed a pro-rated amount for the month in which they join and then placed on regular the regular billing cycle for their group starting with the first of the next month.

JUNE/JULY REGISTRATION

Student-athletes joining the team after June 1 will pay for the remainder of the year's coaching fees at registration. Registration will be updated on June 1 and July 1 to reflect appropriate amounts for each practice group.

ANNUAL FINANCIAL COMMITMENT

By completing the registration process, you as member family commit to a healthy financial relationship with the Bolles School Sharks. Our model to provide a professionally led, high quality experience for Bolles swimmers is sustainable based on our membership commitment. We appreciate your time, talent, and treasure when it comes to supporting our club. Below are the financial requirements of our members on an annual basis.

ANNUAL COACHING FEES

Fees to pay for coaching and related expenses of operating the program are presented as an annual amount. Coaching fees are paid via installments through the team website's automatic billing feature. This feature bills your payment method on file on the first of each month. For groups with our youngest athletes, we offer 11-month billing to assist families with entry to our sport. For groups progressing towards the older practice groups of our program we offer 9-month billing to collect fees prior to summer months and support a professional year-round coaching staff.

2021-2022 Annual Coaching Fees

	Makos	Tigers	Hammerheads	Great Whites	Senior
Annual Coaching Fees	\$1,155	\$1,540	\$1,665	\$1,800	\$2,205
9 Month Billing			\$185	\$200	\$245
11 Month Billing	\$105	\$140			

DISCOUNTS

The Bolles Sharks offer the following discounts off coaching fees only. Discounts for other expenses are not available.

1. For Bolles School Employees (you must notify the swimming office in writing): \$30 off per payment for 9 months.
2. For families with multiple swimmers the following percentages will be discounted from your total coaching fees payment each month.

2 Active Swimmers in Competitive Programs	3 Active Swimmers in Competitive Programs	4 or More Active Swimmers in Competitive Programs
12% Discount	18% Discount	25% Discount swimmers moved to 11-month plan

USA SWIMMING REGISTRATION

All members of the Bolles School sharks must be registered members of USA Swimming. This requirement allows the Sharks club to offer its members participation in USA Swimming meets, USA Swimming insurance coverage, certified USA Swimming coaches, and more. **All new members to USA Swimming will be billed for this registration when they join the club. Returning members to the club will be billed for this amount in December of each calendar year.** This amount is paid directly by the club to USA Swimming through our Local Swimming Committee (LSC) which is "Florida Swimming". USA Swimming FLEX Registration is available to those swimmers who will participate on a reduced competition schedule, while still offering participation, as well as insurance coverage, certified USA Swimming coaches and more.

2022-2023 USA Registration Fee: \$85 per swimmer (no differences for age)

MEET FEES

Swim Meets require specific fees to be entered and to participate. For the host team this provides a source of revenue to cover the costs of the event and support the team. These fees are NOT included in the coaching or registration fees. These fees are incurred prior to every swim meet and our team website calculates and applies the amounts for each swimmer to the member's account.

Swimmers (or their families) will be asked via email and by their coaches to commit to an event by using our team website. We will only enter swimmers who have committed to be entered to an event so we have an agreement that you will be billed for the costs of the meet. Each meet will have a commitment deadline and we ask that you consistently read emails to be aware of the deadline.

Swimmers can expect to participate in anywhere from 5 to 15 club swimming meets each year. Each meet generally requires a meet surcharge (flat fee to enter) and a per event fee. The amounts for these fees can be found in the meet information the coaches use to outline the rules and regulations for the meet. Bolles swimming includes a small upcharge for each meet to help cover the cost of relay entries and providing coaches for the meet. For hosted meets \$10 will be added and for away meets \$25 will be added (per swimmer).

TRAVEL MEETS

Swim meets that require travel are one of the best parts of a swimmer's experience. Many times, these trips offer a chance to bond with other teammates, make new friends, build great team chemistry, and connect with other parents. We encourage you to enjoy travelling with Bolles as much as possible. With travel comes additional expenses. If a swim meet requires travelling (staying overnight) you can expect these expenses: lodging, meals, Heat Sheets, parking, event fees and other spectator costs.

Family Travel meets indicate that the arrangements for the family and athlete to attend the meet should be made by families. Please look up the meet location and select accommodations and travel plans appropriate for your athlete. Coaches will provide a schedule and other information to make the trip as organized as possible. Families will incur the expenses for any travel related costs of the meet.

Team Travel meets will be organized to provide transportation, lodging, and specified meals for athletes to travel together with teammates and coaches. For team travel, Bolles Sharks will incur the costs of travel and bill the expenses to each member participating. The following process and policies apply:

- A travel commitment will be posted online to qualified athletes prior to the event with a budgeted amount event. Once signed and returned the amount will be billed to the swimmers account (in some cases prior to the meet).
- Travel costs are determined by totaling all expenses and dividing them by the number of swimmers. Only in special circumstances will separate amounts be billed for individual swimmers.
- All efforts will be made to find quality accommodations for our team. Factors such as proximity to pool, the age of the athletes, the focus of the meet, the cost of travel, and duration of the travel will be factors.
- Travel costs will include the expenses for coaches attending.
- Travel costs for Futures, Junior Nationals, and Nationals do not include coaches travel expenses.
- Florida Swimming offers reimbursement for travel for Futures, Junior Nationals, National events up to twice per year. There is a process to turn in expenses and be reimbursed. For Team Travel the Bolles Sharks will submit the form for reimbursement, for families travelling we will support you in submitting the forms.
- Team Travel is not required for all meets, in some cases coaches may require it as an event to develop the swimmers or team in a specific way, this will be communicated, as necessary.

PAYMENT METHODS

Bolles Sharks Fees may be paid via the following methods.

Credit Card or Automatic Account Debit (Preferred)

A payment method will be required to process your registration. Members are expected to enter a Bank Card or Credit Card on file that will automatically be processed for the account balance and any new fees on the first of each month. You will receive an email prior to the 1st of the month notifying you of upcoming charges. It is the member's responsibility to maintain a valid credit card on file, you will be notified via email of any failed transactions.

Lump Sum Payment via Check

For families interested in paying the annual cost of the coaching fees in one payment, they may pay via check only prior to September 1st. There will be a 2% discount from the annual total for paying via check. A valid payment method must remain on file for meet fees and other expenses. Multi swimmer discounts and Bolles employee discounts will only be applied if paying for all competitive swimmers at one time. Please contact the swim office for the exact total prior to payment.

Cash Payments (Not Preferred)

For families that have a good standing history of on time payments and are not carrying a balance on their account we can offer the opportunity to pay in cash or check for a limited time (up to one season). Payments must be made by the 15th of the month to avoid a late penalty. Members wishing to pay in cash must have an agreement in writing (confirmation email) from the swim office.

Bolles School FACS System (Boarding Students only)

If necessary, we can transfer your account balances to the Bolles School FACS system for payment. This is really reserved for international students and boarding students at the Bolles School. Please email the swim office for further information after your complete registration.

LATE FEES

If a member's account balance is not paid in full by the 15th of the month of billing, a fee of \$20 will be applied to the account.

CANCELLATION POLICY

In the event a swimmer or family chooses to deactivate their account, the Swim Office must be notified by email before the last day of the monthly billing cycle to avoid being billed for the next month's coaching dues. All outstanding fees and service hours must be paid, or FL Swimming Inc. will be notified of the swimmer's delinquency and a team transfer will not be granted until all financial obligations are met.

- Swimmers who participate in a practice or meet within a given month are considered active for that month. There will be no pro-ration for cancelled accounts mid-month.
- There will be a \$25 fee for re-activation within the same season and a family will be moved to 11-month billing.
- Athletes who suspend their account (for dual-sports, seasonal breaks, etc.), will be wait-listed after 60 days, until roster space is available.

COACHING FEES ARE NON-REFUNDABLE

Coaching Fee payments are non-refundable for any reason. As soon as a member notifies the swim office of cancellation and swimmer stops participating then payments will be stopped. There is no pro-ration of fees for participating only a portion of the season. We will strive to hold a position for all members who deactivate during the season, however there is no guarantee the swimmer will be able to re-activate without paying the registration fees.

OTHER EXPENSES

- **Equipment:** Required equipment (fins, paddles, etc.) is used to help develop the swimmer. We work closely with equipment manufacturers to recommend equipment suitable for each swimmer at their respective ages. Please refer to the team website to see the list of required and suggested items for your swimmer's group.
- Bolles School Sharks is sponsored by TYR. Athletes compete in the appropriate suits through our TYR dealer, Carolina Swim Shop.
- **Apparel:** Registration fees include 'Essential Apparel'. The Bolles School Sharks requires that team members wear apparel assigned by coaches to promote the sense of team and the unity of teamwork in competition.
- **Suits:** Swimmers need to be prepared with both a practice suit and competition suit.
 - **Practice Suits:** It is a Bolles School tradition to wear the team practice suit (Solid Navy TYR Suit) available on the webstore or in limited quantities in the swim office. Swimmers are allowed to wear personal suits for practices. Swimmers are never allowed to wear two-piece suits at Bolles practice or at Bolles meets.
 - **Racing Suits:** For most meets during the year the team practice suit may be used for warm up and racing. Coaches will notify swimmers prior to the meet if technical suits will be allowed for Bolles swimmers. As coaches we work to balance the long-term path of the athlete and the cost of the suits to better promote the core values of our sport. Swimmers wearing technical suits at a meet not designated for them will be asked to change or leave, regardless of what competitors may be doing.
 - **Technical Racing Suits:** Athletes should wear the TYR suit models best suited for their development. 12 & Under Athletes are not allowed to wear technical suits in competitions other than Junior Nationals and higher per USA Swimming rules as of September 1st, 2020. All Bolles swimmers are required to wear TYR brand suits. Athlete may be asked to change at a meet if not wearing a TYR Team Suit. Athletes who are fitted for, try out, and discuss possible options for other suits with the coaching staff will be supported in what is best for their racing.

If an account remains in good standing, members may "charge" items sold in the Swim Office to their Sharks account (T-shirts, caps, towels) with the expectation that their account will be paid in full on the first of the following month.

FINANCIAL AID

The Bolles School Sharks do not currently offer financial aid for Coaching Dues, Registration, or Meet Fees. If you have questions about how to make our program work for you, or experience hardship financially, please contact the swim office.

MEET SERVICE COMMITMENT

To ensure that The Bolles School Sharks swimmers can participate in team activities, swim meets, as well as supplement operating expenses, the Bolles Sharks must host swim meets throughout the year. All team affiliated events are staffed totally by parent volunteers and cannot run without family participation. The Bolles Sharks is very fortunate to have an incredible group of very committed members who have volunteered generously; however, it did become necessary to implement a Service Hour Obligation policy to ensure that ALL families participate.

A family's willingness to volunteer will have a great impact on their child's athletic experience and love for the sport of swimming. Regardless of whether a swimmer participates in a meet, it is the positive experience of being involved in the whole TEAM event that will give each athlete the support and fellowship offered by being a valuable member of the Bolles Sharks TEAM.

The intent of this policy is not to raise money, but to ensure that The Bolles School Shark (BSS) swimmers can participate in competition, as well as emphasize how very important it is that as members of a team, the volunteer effort required is shared equally among its members. We need help from everyone to continue to support the mission and vision of our team.

1. Each family is required to provide a volunteer at every Bolles School Shark hosted USA Swimming Inc. sanctioned swim meet that their swimmer commits to and participates in from September to July of the current swim year.
2. Each family, whose swimmer commits to and participates in a BSS hosted swim meet, must sign up for ONE FULL SESSION during BSS hosted swim meets, and TWO FULL SESSIONS at the June Summer Classic.
3. Families are always welcome to volunteer above and beyond the requirement.
4. Bolles School boarding students that are also Shark members are required to volunteer at Bolles hosted swim meets. These hours will count towards required school community service hours and opportunities will be communicated from the coaching staff.
5. **In the event a family does not participate in volunteering at a hosted meet, \$100 per session will be billed to the members account directly following each hosted swim meet.**
6. Failure to comply with the team policies may result in suspension or dismissal from the Bolles School Sharks swim team.
7. In the cases of hardship for families with a healthy history of volunteerism, communication prior to the event will allow the swim office to work with you on a reasonable solution.
8. Volunteering at away meets (hosted by other teams) will not count towards Bolles volunteer requirements but is often welcomed by the host team.
9. Community Service credit is available for anyone who volunteers and would like to earn community service hours.

Bolles School Sharks official 2022-23 registration will stand as agreement to the above conditions.

VOLUNTEER POSITIONS

Announcer – announces events, heats, and notifications during the sessions.

Computer Hytek/SST Operator – manages the timing system as well as Hytek Meet Manager System, must have experience or be willing to train with team rep.

USA Swimming Official – these volunteers run the meet, assure fairness to ALL swimmers, and have completed the requirements to be a USA Swim Official by attending an information meeting, completing an open book online test, background screening, and Athlete Protection test. All parents are encouraged to consider becoming an Official! Please contact The Bolles School Swim Office for more information.

Timer – Start and stopwatch as a back-up to the timing system, record watch time.

Meet Support – Setup/Breakdown crew, hospitality, etc.

HOW TO SIGN UP FOR MEET SERVICE

Each event is posted on the team website under the Meet & Events section. Look for “Job Sign Up” next to the title of the event. When clicked, the user is directed to a page that offers the different jobs available, with various time slots to sign up for. Job slots will be available to sign up for one week prior to the event and be on a first come, first served basis.

HOW TO TRACK MEET SERVICE SESSIONS

In the days following a meet all volunteer sign in sheets will be compared to the online sign up and corresponding hours will be credited to each member’s account. All volunteers will check in at the Swim Office on each day of a Bolles Sharks hosted swim meet to ensure they receive the correct number of hours. A member can log into their Shark’s account anytime thereafter to check their status.

BECOME A USA SWIMMING OFFICIAL

Reasons to Become an Official

- You will be working with the greatest group of volunteers in all sports!
- You will be close to the action. The bleachers are not comfortable anyway!
- It is a great way to meet future Olympians—unless you already have one in your home.
- Great food in hospitality!
- Earn the ability to impact swimmers and coaches through assisting them in their growth through the sport.

Contact a BSS Coach or the Swim Office to begin this incredible and valuable service for your team.

Steps will include:

1. Registering as a non-athlete member of USA Swimming (Paid for by Bolles Swimming)
2. Attend a local clinic, usually here at Bolles.
3. Take an official’s test available online.
4. Apprentice to get on the job training at either a Bolles home meet or local sanctioned meet.
5. Get meet service credit for helping!

BOLLES SCHOOL BOARDING STUDENTS

Many students travel from around the United States and world to be a part of swimming at Bolles. The traditions of Olympic success, State Championships, and personal excellence continue to thrive in the swimming programs at Bolles. To support these student-athletes there are specific policies adapted from within the team handbook.

BOARDING STUDENT MEMBERSHIP ADJUSTMENTS

Boarding students participating with the Bolles School Sharks are expected to maintain membership with the Sharks club independently from the Bolles School. In other terms – membership with the Bolles School Sharks is not related to enrollment, financial aid, or tuition costs of the Bolles School. Below are the expected membership policies for Bolles Boarding Students.

REGISTRATION

Families will be contacted in August to register online for the year. At this time, you will agree to team policies and pay the \$180 registration fee. There will be a separate registration process for Varsity swim team that will require a payment of \$150 (\$75 for middle school) for the Team account. These are separate fees and programs.

COACHING FEES

Boarding students are obligated to pay the \$2,470 annual coaching fees and the \$85 USA Swimming registration fee for the senior groups of the Sharks club. Boarding students will have a \$245 installment charged to their account on the first of every month from September 1 to May 1. Fees pay to retain coaches for 12 months.

MEET & TRAVEL FEES

For each Bolles Sharks competition (most of which start in the winter after high school season) families will be asked to *commit* to the event via the team website. Student-athletes will NOT be entered in a competition without a commitment online. For any meets with associated travel costs (team travel options will be offered for any boarding students for out-of-town competitions) those costs will be sent to families prior to meets and a team travel commitment will be required to be included in the meet. The expenses for each trip will be billed to your team account.

MEET SERVICE COMMITMENT

We understand it is difficult for parents of boarding students to commit to serving at our meets. In place of this requirement, we ask boarding students to help with setup and breakdown of meets here at Bolles and to support our program by volunteering at the “Ping Pong” meets for our non-competitive programs. This is a great way to get service hours and give back to the sport. We reserve the right to charge the account of a student \$100 if they are not consistent in helping at these events.

PAYMENT METHODS

The Bolles Sharks may transfer Boarding Students’ swimming fees and expenses to the Bolles School FACTS system.

TEAM APPAREL

Boarding students are expected to purchase and wear team apparel consistent with the Bolles School team policies. Including wearing TYR technical suits at meets.

Waivers & Agreements: By checking the box in the registration process, you agree to the following:

By registering for the Bolles School Sharks competitive team through the Team website, I hereby acknowledge that I have read, understand, and will abide by each of the terms and conditions of the Team Handbook. I certify that I have custody of Athlete or am the legal guardian of Athlete by court order. **I HAVE READ THE TEAM HANDBOOK AND FULLY UNDERSTAND AND AGREE TO ITS TERMS. I AM AWARE THAT THIS AGREEMENT INCLUDES AN INFORMED CONSENT CLAUSE, A RELEASE AND WAIVER OF LIABILITY, A MEDICAL WAIVER, AN ASSUMPTION OF RISK, A MEDIA RELEASE, AN AGREEMENT TO INDEMNIFY THE BOLLES SCHOOL SHARKS AND THE BOLLES SCHOOL, AN AGREEMENT TO CARRY PERSONAL INSURANCE, AND A CERTIFICATION OF FITNESS.**

INFORMED CONSENT

I have been informed of and I understand the various aspects of the competitive team. I understand and agree that I/Athlete will engage in physical activities, which may pose a risk of harm. I/Athlete understands that these activities include but are not limited to participating in competitive team activities in various facilities, including physical and/or athletic activities and games in and out of the water, and traveling to and from competitive team events. I further understand and agree that the risks involved in the competitive team may include, but are not limited to: travel to and from the competitive team sites, including via private vehicle and/or common carrier, injury resulting from athletic, physical or other game-like activities as a result of the activity area's conditions, the acts of third parties or other unknown safety hazards, injuries resulting from loss of balance and footing during physical activity, injuries due to conditions of equipment, unpredictability of weather and conditions, wildlife, first aid operations or procedures of the Bolles School or the Bolles School Sharks, its directors, officers, employees, agents, volunteers, and any other athletes (hereinafter referred to as "Releasees"), and that there may be other risks not known to me or not reasonably foreseeable at this time. By participating, I/Athlete could sustain serious personal injuries, illness, property damage, or even death as a consequence of not only Releasees' actions or inactions, but also the actions, inactions, negligence or fault of others, the conditions of equipment used, facility conditions, weather conditions, negligent first aid operations and procedures, and I/Athlete understand that there may be other risks not known to me or not reasonably foreseeable at this time. I further understand and agree that any injury, illness, property damage, disability, or death that I/Athlete may sustain by any means is my sole responsibility except for those occurrences due to Releasees' gross negligence or intentional acts.

LIABILITY RELEASE AND WAIVER

I hereby waive, release, and forever discharge Bolles School Sharks 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 Bolles School Sharks activities, whether damages or loss is due to negligence. I hereby acknowledge that my children are (are) physically fit and capable of participation in all Swim Team activities.

By registering my child(ren) with the Bolles School Sharks, I agree to participate (or allow my child(ren) and family members to participate) in the Bolles School Sharks, and hereby release Bolles School Sharks, 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 Bolles School Sharks 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 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) participating in the Bolles School Sharks program.

MEDICAL WAIVER (FOR REFERENCE – AGREED TO AT ONLINE REGISTRATION)

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 Bolles School Sharks to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for all costs associated with any necessary medical attention and/or treatment.

ASSUMPTION OF RISK

I understand that there are potential dangers incidental to my/Athlete's participation in the competitive team because it includes physical activities, some of which may be dangerous, and which may expose me/Athlete to the risk of personal injuries, property damage, or even death. I understand that these potential risks include, but are not limited to: travel to and from the competitive team site(s), including via private vehicle, and/or common carrier, injury resulting from athletic, physical or other game-like activities as a result of the activity area's conditions, the acts of third parties or other unknown safety hazards, injuries resulting from loss of

balance and footing during physical activity, injuries due to conditions of equipment, unpredictability of weather and conditions, wildlife, first aid operations or procedures of Releasees and/or others, and that there may be other risks not known to me or not reasonably foreseeable at this time. I KNOWINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE ACTS OF THE RELEASEES, UNLESS THEY ARISE FROM THE RELEASEES' INTENTIONAL OR GROSSLY NEGLIGENT ACTS and assume full responsibility for my/Athlete's participation on the competitive team.

MEDIA RELEASE

I hereby irrevocably authorize The Bolles School Sharks and the Bolles School to use photographs and/or video of me, the Athlete, and/or my property and authorize the club and its assignees, licensees, legal representatives and transferees to use and to publish (with or without my name, Athlete name, company name, or with a fictitious name) photographs, pictures, portraits or images herein described in any and all forms of media and in all manners including composite images or distorted representations and for the purposes of publicity, illustration, commercial art, advertising, publishing (including publishing in electronic form or internet websites), for any product or services, or other lawful uses as may be determined by The Bolles School Sharks & the Bolles School. I further waive all rights to review or approve any uses of the images, any written copy or finished product.

INDEMNITY

I, on behalf of myself and the Athlete, my personal representatives, heirs, executors, administrators, agents, and assigns, agree to hold harmless, defend and indemnify the Releasees from any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage or death that I/Athlete may suffer as a result of my/the Athlete's participation on the competitive team, REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE RELEASEES OR OTHERWISE, UNLESS THE INJURY DAMAGE OR DEATH IS CAUSED BY THE RELEASEES' GROSS NEGLIGENCE OR INTENTIONAL ACTS.

PERSONAL MEDICAL INSURANCE

I agree to purchase and maintain during the competitive team season in which I am registered personal medical insurance for myself/Athlete. I further acknowledge that I am responsible for the cost of all medical and health services I/Athlete may require because of participating in the Program.

CERTIFICATION OF FITNESS TO PARTICIPATE

I attest that I/Athlete am/is physically and mentally fit to participate in the competitive team and that I/Athlete do not/does not have any medical record of history that could be aggravated by my participation on the competitive team.

SPECIAL ASSISTANCE

Individuals needing special assistance (e.g., ADA, allergies, etc.) should notify The Bolles School.

THE BOLLES SCHOOL SHARKS

Minor Athlete Abuse Prevention Policy

Effective June 23, 2020

THIS POLICY (herein referred to as "MAAPP") APPLIES TO "Applicable Adult(s)" DEFINED AS:

- 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

All members of the Bolles School Sharks must acknowledge and agree to the MAAPP in writing. This policy is provided electronically in our registration process with an electronic signature recorded for each registered account. Additional copies are provided in writing in the swim office upon request.

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 HealthCare Provider, with a copy provided to the club.

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 the club, 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" the club 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.

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 the club or LSC must be USA Swimming members in good standing.
- b. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement, or overnight lodging location with an athlete.
- 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 device's (including a cell phone's) 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 The club 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.

Practices and meets are hosted at: The Bolles School, Uible & Lobrano Pools, 7400 San Jose Blvd., Jacksonville, FL, 32217

General public restrooms with individual lockers available (must provide your own lock) and located on the back side of the Uible archway structure. As such, there are likely to be people who are not associated with BSS in the changing area around the time of practice. It is suggested that swimmers arrive dressed for practice and bring warm clothing to put over their swimsuit at the conclusion of practice. No showers are available.

During hosted swim meets, the Uible restroom and lockers are for participating athletes ONLY and will be monitored by security guards outside of the entrances. Portable bathrooms are located outside of the pool fence and there are numerous other public restrooms open around campus. Maps are available upon request. Athletes are NOT allowed in the public restrooms during a swim meet. If during practice or a swim meet, an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents accompany their athlete in one of the public restrooms.

MASSAGES 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 the club.
 - 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.