



**Team Handbook**  
**2023-2024**

## Summary of Changes for 2023-2024

- Registration Fees will increase \$5 and Annual Coaching Dues will increase 2-3%. Updated costs can be seen on pages 16-19. It is common practice to increase fees annually, fees were increased 3-5% for the previous season.
- Senior Group descriptions and qualifications have been updated and include attendance and competition expectations.
- USA Swimming Registration is now a process completed by each family with registration fees paid directly to USA Swimming online. See details about this process on page 18.
- Officials Incentive program is new this year, qualified officials can earn a 50% discount on team dues (meet referees earn a 100% discount) for a single swimmer. See information on page 24.
- Team Travel Policies have been expanded and clarified. There are financial penalties for late additions and cancellations.
- The Mako program will offer one less practice per week and the Junior Mako program has been updated.
- Masters Swimming, Homeschool, and College Alumni programs have been included in the handbook.

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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 the USA, 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 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 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.” Violation of the Honor Code can be grounds for dismissal from the team and the school grounds.

## **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 & 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.

## **COMPETITIVE PROGRAMS: AGE GROUP PROGRAM FOR GRADES K-8**

The Age Group Program provides training to athletes in eighth grade and younger. Swimmers are typically placed into a group based upon age and ability level. The Bolles Sharks strive to ensure there is a place for all athletes who want to swim competitively, whether new to year-round swimming or 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 focuses on progressing athletes technically from Makos to Hammerheads, introducing training concepts at the Great White level.

For each group, there are typically 2 practices times offered each day. Student-athletes are required to select a consistent practice time and only with coaches' permission may attend another practice time as needed.

### **MAKO SHARKS**

**Offered: 4 Practices per week approximately 1 hour each.**

**Recommendation: 2-3 practices weekly. Grades K- 2<sup>nd</sup>**

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 competitive strokes and competitive team. This consists of kicking, drilling, streamline, and the development of the skills necessary to begin competitive swim meets.

### **TIGER SHARKS**

**Offered: 5 Practices per week 1.25-1.5 hours each.**

**Recommendation: 3-5 practices weekly. 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**

**Offered: 6 Practices per week, 1.5-2 hours each.**

**Expected: 4-6 practices weekly. 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 most 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**

**Offered: 7 Practices per week, 2-2.5 hours each.**

**Expected: 5-7 practices weekly. 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 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 last 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 and are members of the Bolles School Sharks.

## **COMPETITIVE PROGRAMS: SENIOR PROGRAM FOR GRADES 9-12**

Senior practice groups are for 9<sup>th</sup>-12<sup>th</sup> grade student athletes, with programs offered for Bolles and non-Bolles students (“Late Night”). In both programs, the following practice groups will be used to organize swimmers and assign a lead coach. Practices times are approximately the same for all groups and all practice groups use the same season plan structure and teaching.

Student-athletes are placed in groups based on championship meet performances and can be ‘moved’ to a new group starting in August, starting in January, or starting in April. 50s of stroke and non lead-off relay splits do not count for group placement.

### **NATIONAL GROUP (8-9 PRACTICES PER WEEK OFFERED; 8 EXPECTED)**

To be considered for this group Student-Athletes need to be in grades 10-12 and have achieved a 2023 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). National Group Student-Athletes are expected to **attend all practices offered (including morning practices) and designated competitions**. 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. Should the number of eligible student-athletes qualified for the school group fall below 24 or 12 in the Late-Night Program (combined boys and girls), additional swimmers **may** be selected by the coaching staff based on the following eligibility:

- Must have multiple Futures standards within reasonable proximity to Winter Juniors Standards
- Must have consistent practice and meet attendance that matches National Expectations.
- Must have the practice ability to train at a level consistent with existing National athletes.

### **NATIONAL PREP GROUP (8-9 PRACTICES PER WEEK OFFERED; 6-8 EXPECTED)**

To be considered for this group Student-Athletes need to be in grades 9-12 and have achieved a 2023/24 Florida Spring Sectional Qualifying Time to be considered for 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 and designated competitions offered**, except that 9<sup>th</sup> grade swimmers are only expected at a single morning practice per week. 9<sup>th</sup> grade athletes may attend additional morning practices after a discussion with coaches.

### **CHAMPIONSHIP “CHAMPS” GROUP (8 PRACTICES PER WEEK OFFERED; 4-8 EXPECTED)**

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 a minimum of 5 practices per week. Student-athletes should at minimum attend local competitions and a designated end of season meet.**

### **WEIGHT ROOM & DRYLAND PROGRAMMING**

Bolles Senior Group practices include 3-4 on land training sessions per week (“dryland”). These can include swimming specific strength and conditioning, yoga, running, or weight room sessions. Participation in the dryland sessions is considered as part of the offered workout time and all athletes are expected to participate when scheduled. There will be a specific registration process for the weight room program. Weight room programs are only open to 11<sup>th</sup> and 12<sup>th</sup> graders in the National Prep and Champs groups and 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 the expected swimming sessions or misses more than 3 weight room sessions in a semester will be removed from the weight room (and directed to the existing dryland programming).**

## Late Night Senior Program

The Bolles School Sharks offers a Senior Program for high school athletes not currently enrolled at the Bolles School. This training program is designed as a mirror of the school program but with a few subtle differences. Practice times may differ, but the overall amount of programming will be consistent with what is best for both groups. With different constraints on space and coaching, practice groups may be combined during practice in a different way than school groups. During the summer & weekends, when combined with the full team, student-athletes will report to their assigned practice group (Champs, Prep, National).

### Morning Practices

An early morning practice option is offered for Late Night seniors up to twice per week. By request, Late Night seniors may join the Bolles morning practice if they are able to participate for the entire duration of the practice. National group athletes are expected to attend morning practices and should consult with their lead coach about conflicts. Prep and Champs group athletes should strive to attend morning practices if National group placement is a goal.

### Practice & Meet Commitment/Requirements

The Late Night program has limited lane space and in order to maintain a standard of excellence, there are limited roster spots available in the program. Student-athletes who are not meeting the expectations in bold (listed for each practice group previously) will be invited to discuss what might be getting in the way. If a student-athlete/family cannot maintain a commitment to the group expectations listed, they will be offered a different practice group or support in finding a program that better fits their commitment.

From August to November, athletes will be expected to work with the coaching staff to develop a healthy balance between high school & club expectations.

## PRE-COMPETITIVE PROGRAMS: JUNIOR MAKOS (Seasonal)

The Bolles School Sharks Pre-competitive 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 classes designed to teach them the fundamentals of both water safety and introduction to competitive swimming. These programs are available throughout most the year (seasonal); please check the team website at [www.bollesswimming.org](http://www.bollesswimming.org), for up-to-date availability.

### **JUNIOR MAKO**

Junior Mako Sharks represent the steppingstone from a swim lesson program (swimmer who has learned to swim independently in the water with basic stroke skills and is ready for stroke development for competitive team) to our youngest competitive group, the Mako Sharks.

Continuing with teaching and developing the competitive strokes, coaches working with the Junior Mako Sharks instruct the swimmers from the pool deck rather than in the water.

Swimmers who are ready to join Junior Makos can swim at least 15M without any assistance (freestyle face in water with a side breath and backstroke) along with being able to kick with a kickboard 25 yards at a time.

Throughout the course, the swimmers will work towards completing at least one 25-yard lap of freestyle and backstroke through drills and activities. They will also exit the levels (JR Mako 1 and JR Mako 2) with a knowledge of Breast and Fly.

Swimmers who can kick 25 yards and swim 15 yards with their face in the water, as well as complete 25 yards swimming on their back are considered entry level of a **JR Mako level 1**.

Swimmers who can kick multiple 25 yards and swim a 25-yard freestyle and backstroke are considered entry level of a **JR Mako level 2**.

**Inclement weather:** Makeups will be offered only if 2 or more classes are rescheduled.

### **LEARN TO SWIM**

If you are looking for swimming lessons, please contact the swim office for recommended resources. The Bolles Sharks does not offer “learn to swim” or water safety swim courses.

## HOMESCHOOL

The Homeschool Program provides training to athletes in eighth grade and younger, who attend school in a home environment, but who wish to participate in a competitive swimming environment during the day. Swimmers are typically placed into a group based upon age and ability level. The Bolles Sharks strive to ensure there is a place for all athletes who want to swim competitively, whether new to year-round swimming or 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, while focusing on progressing athletes technically from Makos to Hammerheads, introducing training concepts at the Great White level.

The Homeschool Group will hold practices during the week, midday, Monday through Thursday, and join the team for Saturday practice.

Homeschool athletes will be evaluated and placed in rosters based on the Competitive Age Group Programs for Grades K-8, described on page 2.

Registration fees, coaching fees, USA Swimming Membership, policies, Codes of Conduct, expectations, as well as parent conduct and volunteer commitments, and Team Handbook policies will apply to all members of the Bolles Sharks program.

Parking – Parents and guardians are asked to park in the maintenance areas or other non-numbered parking locations. Whitehurst, San Jose and Bolles Swimming coaches and Staff are relegated to the numbered spaces only, please.

## MASTERS

US Masters Swimming is a national membership-operated nonprofit that provides membership to adult swimmers across the country. The Bolles Masters program strives to offer a competitive swim (not open swim) experience for all masters age groups.

To be a part of the Bolles School Sharks Masters, you must join [U.S. MASTERS SWIMMING](#). You can register quickly and easily on the [USMS Membership Page](#).

Cost: USMS \$60 per year. Membership has benefits, including supplemental insurance, SWIMMER magazine and STREAMLINES e-Newsletters. Bolles Masters registration fee is \$25. Monthly coaching fees are \$25. Registration fees, coaching fees, USMS Membership, policies, Codes of Conduct, and Team Handbook policies will apply to all members of the Bolles Sharks Masters program.

Our coaches write workouts and practices and provide feedback and instruction. Adult athletes training for competitions, triathlons, as well as health reasons, participate at their own pace and time.

Masters athletes have restroom access. Unfortunately, we cannot offer changing access to the locker rooms due to USA Swimming Safe Sport policies.

Parking – Masters athletes are asked to park in the maintenance areas or other non-numbered parking locations. Whitehurst, San Jose and Bolles Swimming coaches and Staff are relegated to the numbered spaces only, please.

### **Contact:**

If you have any questions about the program, please contact:

Masters Coach Sean Abbey [abbey@bolles.org](mailto:abbey@bolles.org)

Office Administrator Carole Emerson [emersonc@bolles.org](mailto:emersonc@bolles.org)



## **COLLEGE GROUP/ALUMNI**

Bolles Sharks offer a summer swimming program for student-athletes who have returned from college or are senior in high school transitioning to collegiate swimming for the first time. Swimmers are expected to meet program standards and maintain challenging goals throughout the summer. Swimmers in the program will be expected to follow the Bolles Swimming team policies while on campus at The Bolles School.

**COST:** The cost for the summer will be a one-time payment of \$300 (Pro-Rated to \$200 after May 23rd and \$100 after June 29th) for all athletes who were not active Bolles School Sharks for the 2022-2023 swimming season.

At the time of registration please present Carole Emerson ([emersonc@bolles.org](mailto:emersonc@bolles.org)) with proof of your Athlete Protection Training (ATP). If you have not completed ATP you can find the information needed to complete [ATHLETE PROTECTION TRAINING](#)

Athletes may be able to compete in Bolles meets upon request and by paying meet entry fees. Practices may not be available during hosted meet weekends.

Parking – College Group/Alumni athletes are asked to park in the maintenance areas or other non-numbered parking locations. Whitehurst, San Jose and Bolles Swimming coaches and Staff are relegated to the numbered spaces only, please.

### **Contact:**

If you have any questions about the program, please contact:

Head Coach Peter Verhoef [verhoefp@bolles.org](mailto:verhoefp@bolles.org)

Office Administrator Carole Emerson [emersonc@bolles.org](mailto:emersonc@bolles.org)

## **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 how CURRENT BOLLES COACHES may provide one on one lessons at the Bolles School.

1. ALL private or semi-private sessions are logged online in the 'Private Lesson Log'. Swim Camp Lessons have a separate online log.
2. Swimmers and instructors must 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 miss practice to attend a lesson session or replace 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 groups of up to 3). Lessons will be billed to Sharks Team Unify account or paid by check to "The Bolles School Sharks." Coaches do not accept Cash payments. Pay will be added to the 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.

## **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 the 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. The expectations listed below and the codes of conduct on the following pages are in addition to the Bolles School policies and procedures.

- 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 practice 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. The least possible interruption in the training schedule will produce the greatest amount of success. The expectation level of coaches is that practice attendance 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 swimmers, they should arrive at the pool no more than 15 minutes before practice starts 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 prior to or after 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 via email before practice begins. This ensures that the coaching staff is aware of the location of all athletes during a workout session.

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 is 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 severe weather is imminent, we ask that parents stay on campus in the event swimmers are dismissed. In a weather event, gates will be closed, and parents are asked to hold their athletes in the car until the all-clear is communicated. Staff utilizes several weather and lightning apps, as well as the storm sirens located on San Jose Blvd. Communication regarding potentially severe weather and all-clear are communicated through SMS texting. Parents are asked to update their SMS contact information in their Team Unify Account.

## **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. Each swimmer is responsible for making every effort to avoid others engaging in these activities.
4. Use of proper language is always expected.
5. All athletes will 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 the pool deck. 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 2023-24 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 they grow through the program, and this will be outlined in the Bolles Equipment and Apparel Guide 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 must 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**

1. 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.
2. 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; student-athletes 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.
3. 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 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 team's apparel policy.

**Bolles School Sharks official 2023-24 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 extends to 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 the 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., they 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 the 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 via email or after the session. 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 2023-24 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 acknowledges the value of these methods of communication, 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 team's activities and should be limited to communication as outlined in the communication policies in this handbook.
6. Coaches and Employees of BSS are not permitted to follow or communicate with athletes via social media. Athletes may follow coaches but private communication is not permitted. Please see communication policies for more information.

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

### **Instagram Accounts:**

@Bolles\_School\_Sharks – All Things Bolles  
@Bolles\_Swim\_Camp – Swim Camp highlights  
@Bollesschoolswimdive – Bulldog Content for during HS Season  
@Bolles\_Sharks\_Masters – Masters Swimming

**Bolles School Sharks official 2023-24 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 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 practice 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 in 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 competitions.
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 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 2022-23 registration will serve as an agreement to the above rules.**



# MEMBERSHIP POLICIES SUMMARY

Membership with the Bolles School Sharks includes 4 components:

## 1. TEAM 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. REGISTER OR RENEW STUDENT-ATHLETES WITH USA SWIMMING

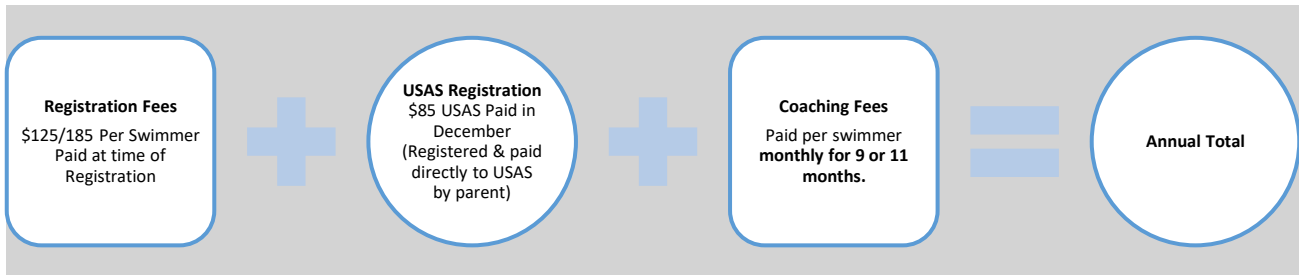
- Create a new log in.
- Register or renew or add family member. Specific link from Swim Office for BSS USA Swimming Athlete Registrations.

## 3. ANNUAL FINANCIAL COMMITMENT

- Annual coaching fees are paid via installments on the 1<sup>st</sup> 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 1<sup>st</sup> of the month following when they were added.

## 4. MEET SERVICE COMMITMENT.

- For each meet your swimmer is participating in, parent or family member must complete a minimum of one full session of service as a timer or official. (Two sessions are required for the June Summer Classic)



	Swimmer Registration	USAS Registration	Coaching Fees (9 Months)	Coaching Fees (11 Months)	2023-2024 ANNUAL TOTAL	23-24 TOTAL ANNUAL INCREASE
Mako	\$125	\$85		\$105	<b>\$1,365</b>	\$0.00
Tigers	\$185	\$85		\$143	<b>\$1,843</b>	\$38.00
Hammer Heads	\$185	\$85	\$189		<b>\$1,903</b>	\$68.00
Great Whites	\$185	\$85	\$205		<b>\$2,065</b>	\$50.00
Senior	\$185	\$85	\$250		<b>\$2,470</b>	\$50.00

\*Mako, Tiger Fees will be paid over 11 months.

## **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 shirts and caps will be available in the swim office. Suit replacements or additional suit purchases can be made through the team vendor, Swim Jax Swim Shop.

### **2023-2024 REGISTRATION FEES (PER SWIMMER)**

Makos	Tigers	Hammerheads	Great Whites	Senior
\$125	\$185	\$185	\$185	\$185

### **REACTIVATION FEE**

Families who de-activate a swimmer over the season will be subject to a \$25 re-activation fee if they return to swimming within the same 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. Returning swimmers will be placed on the regular billing cycle for their group. Membership changes must be provided in writing.

### **REGISTRATION AFTER SEPTEMBER 1**

A swimmer registered after September 1<sup>st</sup> of the swimming year will complete the same online registration process as returning swimmers. Returning swimmers will be placed on the regular billing cycle for their group.

### **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.

## **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 and renewing members to USA Swimming will register for this when they join the club.** This amount is paid directly by the parent to USA Swimming.

During the month of September, you will receive a **TEAM SPECIFIC** link directing you to register or renew your child for USA Swimming.

The Process to complete USA Registration:

- Follow the link provided in your registration email.
- CREATE NEW LOG IN
- Add an email address.
- Wait for verification code from SWIMS.
- Set up your username and password.
- Return to log in.
- The first questions are about YOU, THE PARENT.
- If yes, enter your ID#.
- If NO, please follow directions as they pop up in registration.

For additional information regarding the PARENT account and the family MEMBER, please see [THIS ARTICLE](#)  
There are 2 membership options for 2023-24:

- **USA Swimming FLEX Membership** (12 and under athletes, only) \$30. This is renewable annually, one time, with full membership into USA Swimming and 2 competitions. Ping Pong Meets are non-sanctioned and do not count towards the 2-event limit, while still offering participation, as well as insurance coverage, certified USA Swimming coaches and more.
- **USA Swimming Premium Membership (no difference for age)** \$85. This membership is renewable annually, with full membership into USA Swimming and unlimited competitions.

## ANNUAL FINANCIAL COMMITMENT

By completing the registration process, you as a 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 annual financial requirements of our members.

### **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.

#### **2023-2024 Annual Coaching Fees**

	<b>Makos</b>	<b>Tigers</b>	<b>Hammerheads</b>	<b>Great Whites</b>	<b>Senior</b>
<b>Annual Coaching Fees</b>	<b>\$1,155</b>	<b>\$1,573</b>	<b>\$1,701</b>	<b>\$1,845</b>	<b>\$2,250</b>
9 Month Billing			<b>\$189</b>	<b>\$205</b>	<b>\$250</b>
11 Month Billing	<b>\$105</b>	<b>\$143</b>			

### **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. Officials (See information on page 24).
3. For families with multiple swimmers the following percentages will be discounted from your total coaching fees payment each month.

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

## **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 before 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 1<sup>st</sup>. There will be a 2% discount on 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 in 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 15<sup>th</sup> 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 occasionally reserved for international and boarding students at the Bolles School. Please email the Swim Office for further information after your registration is completed.

### **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, 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, but there is no guarantee the swimmer can re-activate without paying 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.
- **Sponsors:** Bolles School Sharks is sponsored by TYR. Athletes compete in the appropriate suits purchased through our TYR dealer, Swim Jax 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 athlete's long-term path and the cost of the suits to better promote our sport's core values. 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. Athletes may be asked to change at a meet if not wearing a TYR Team Suit. Athletes who are fitted for, try out, and discuss viable 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 are fortunate to have an incredible group of very committed members who have volunteered generously; however, it is necessary to implement a Service Hour Obligation policy to ensure that ALL families participate.

A family's willingness to volunteer will greatly impact their child's athletic experience and love for 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 especially 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 must 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 beyond the requirement.
4. Bolles School boarding students who are also Shark members must 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. These include supporting Ping Pong meets.
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. In the days after a meet, all volunteer sign-in sheets will be compared to the athlete's event participation and online volunteer sign-up.
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 collaborate 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 2023-24 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 stop watch as a back-up to the timing system, record watch time.

**Back-up timer** - Start and stop watch as a back-up to the Lane timers in the event of a watch fail.

**Runner** – Assist Officials and the Admin with collection of timers sheets, disqualification slips and communication.

**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.

## **HOW TO TRACK MEET SERVICE SESSIONS**

In the days following a meet all volunteer sign in sheets will be compared to the Volunteer Check In information and the online volunteer 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!
- It is a fantastic 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.
- Earn a dues discount on your monthly dues.

**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. Attending a local clinic, usually here at Bolles, or online.
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. Coaching fee discounts available with certain criteria met.



## **THE BOLLES SHARKS USA SWIMMING OFFICIAL INCENTIVE**

The goals of the Officials' Policy are to have enough USA Swimming Certified Officials officiating the Bolles Sharks Club (BSS) hosted meets and to also have BSS Officials serving as ambassadors for the Club by occasionally volunteering at other meets and serving as a resource of the Bolles Sharks members and coaches at the away meets.

For any registered Sharks team member (immediate family included):

- The Direct fees associated with obtaining and maintenance of a USA Swimming Official's certification, such as registration fees and fees for background checks, will be reimbursed by the Club by submitting receipts to the Swim Office. Indirect costs such a travel or hotel will not be reimbursed.
- Qualified Officials and Meet referees are defined as follows:
  - Current USA Swimming Registration
  - Apprenticeship opportunities at hosted and local meets
  - Background checks
  - All required non-athlete certifications by USAS.
- Eligibility for discounts will be determined based on the following criteria.
  - Work 50% of Hosted Sessions. This refers to all hosted meet sessions throughout the year (this excludes Bolles Bulldog dual meet, it includes Bulldog hosted invitationals and championships). For example if Bolles hosts 8 meets (all ages) per year with 4 sessions at each meet, the total hosted sessions will be 32, to qualify for the officials discount, an official will need to sign in for 16 sessions throughout the year.
  - All Officials will submit his/her activities by completing event sign in.
- Eligible Meet Referees/Admin Referees will:
  - Be listed on the meet letter sanctioned by USA Swimming.
  - Serve as referee at 3 or more (or 1 and the June Classic) Bolles competitions per year.
  - Serve the competition in its entirety performing all duties as required.
  - All Officials will submit his/her activities by completing event sign in.
  - Should there not be sufficient opportunity for Referees to act in a lead position
- Qualified Officials and Meet Referees will receive discounts as follows:
  - Officials with multiple athletes in the program will receive the discount based on their single highest-level swimmer in the Club.
  - A Qualified official will receive a 50% discount on the annual coaching fees of their single highest-level swimmer in the Club.
  - A Qualified Meet Referee / Head Admin Referee will receive a 100% discount on the annual coaching fees of their single highest-level swimmer in the Club.
  - The discount will be processed as a refund (either by credit card or check) of paid coaching fees at the time the official meets the 'Qualified' criteria.

## **SWIM MEETS, MEET FEES & TRAVEL MEETS**

A schedule of swim meets will be posted on the team website and listed in emails from the coaching staff. These are updated as often as needed and can be subject to change throughout the season. Each coach has a competition plan for the student-athletes in a practice group and any question about which competitions a student-athlete should participate in should be directed to the lead coach. Bolles swimming is a *competitive* swimming program and while all levels of competition are supported, member athletes are expected to compete throughout the season. Great White and Senior level student-athletes should plan to attend championship meets as scheduled. Swimmers can expect to participate in anywhere from 5 to 15 club swimming meets each year.

Swim Meets require fees per student-athlete and per event swum. For the host team, this provides revenue to cover the event costs and support the team. These fees are NOT included in Bolles Sharks coaching or registration fees. Each meet requires a meet surcharge (flat fee to enter), plus a per-event fee. The amounts for these fees can be found in the meet information document posted on each event page.

The following policies and procedures apply to Swim Meets and Meet Fees:

- **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.
- **For each event posted a student athlete/family may indicate events they prefer or would like to swim.** If there are conflicts with the event order of the competition a family should indicate the conflict in the meet commitment page at the time of sign up.
- **Coaches at all levels reserve the right to finalize what events the athlete will swim at each competition.** Any student-athlete entered in a competition is eligible for relays in that competition and should plan accordingly.
- **Entry in an event past the posted commitment deadline on the team website may not be possible.** Families must contact a coach to request late entry. Within a week of the meet start time, any adjustments will be at the discretion of meet officials. National level meets often do not have the ability to allow for adjustments. Coaches can advise next steps for late entry, if possible, note that additional fees (up to triple the posted entry fees) may be requested for late entry. Deck entry into an open lane at a meet is not guaranteed.
- **Bolles swimming includes an 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 a minimum of \$25 will be added (per swimmer).
- **Meet Fees are not refundable.** Should an account fall behind on payments, please note the meet fees represent an actual cost to the Sharks club, a student-athlete may be restricted from entering further events if their balance of fees is not consistently paid.
- **For a swimmer who enters a competition but does not participate (withdraws):**
  - If the swimmer withdraws for a health or family related reason prior to the meet entry deadline (posted on meet information) the swimmer will not be charged entry fees.
  - A swimmer who withdraws from the competition after the meet entry deadline for *any reason* will still be charged meet entry fees (for both home and away meets).
  - A swimmer who scratches or does not participate in specific events/sessions within a competition for any reason will not be refunded event entry fees.

## Team Travel

Travel Swim 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 athletes 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 to cover the following: lodging, meals, parking, event fees, heat sheets, and other spectator costs.

There may be specific team travel opportunities for Middle School/Great White student-athletes, however, team travel is a regular experience for the senior program.

Bolles Sharks offer the following options for travel meets:

- **Family Travel** meets indicate that families should arrange for the family and athlete to attend the meet. 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. Often a team hotel will be designated and that information will be posted on the event website.
- **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 policies and procedures for this are listed below. These meets are typically at or above a sectional level and can be any distance from Jacksonville. Meets like Nationals, Junior Nationals, Futures, Sectionals will be out of state and will incur a higher cost.
- **Boarding Travel** is the same as team travel (above), but only boarding student-athletes are eligible to participate. All other team members should plan to Family Travel to these competitions. Typically these competitions are within 4 hours of Jacksonville and below a sectional level of competition (examples: Senior Champs, Area 1-4, December Invitationals). For student-athletes who are not boarders and experience a hardship in which they would not be able to attend a competition without travelling with the team, we ask that you contact coaches well in advance for the trip to work on a solution.
- **Bolles Bulldog Varsity Team Travel** to varsity competition (FHSAA meets) will generally not incur fees for participants (in some cases there may be a small fee for extra travel trips within the year ex: Busch Gardens, etc.). Team members are **REQUIRED** to travel with the team for these competitions, any concerns or conflicts should be brought to the coaches in advance.

## Team Travel Policies & Procedures:

- **A travel commitment will be posted online in the form of a separate ‘event’ in Team Unify including an *approximate cost*.** Committing to the event will serve as an agreement to pay the *actual* costs of the travel incurred by the club (each swimmer’s share) and agree to travel and code of conduct policies contained herein. Team Travel is not required for all competitions; in some cases, coaches may require it to develop the swimmers or team in a specific way, which will be communicated.
- **The deadline for travel events is typically 30 days prior to the competition, sometimes even earlier.** This is required to submit hotel contracts and ensure meet entries in meets with limited participation. Late requests to attend a travel competition may not be accommodated. If a swimmer is striving for qualification for the competition, contact coaches for next steps.
- **Swimmers requesting team travel after the commitment deadline will result in the following:**
  - Within 7 days of departure a fee of \$200 *in addition to* total travel fees will be billed to the member’s account.
  - From the travel commitment deadline to 8 days prior to departure a fee of \$100 *in addition to* total travel fees will be billed to the member’s account.
- **After the commitment deadline, any cancellation in team travel may incur the following charges:**
  - Within 7 days of departure for the competition families will be billed a minimum of \$200 up to the total of any unrecoverable costs (hotel, transportation, meet fees, etc.) Coaches will do their best to change arrangements and eliminate undue expenses, families may be billed for up to the full team travel cost.
  - From the commitment deadline to 8 days prior to departure families will be billed \$100 up to the total of any unrecoverable costs (hotel, transportation, meet fees, etc.) Coaches will do their best to change arrangements and eliminate undue expenses, families may be billed for up to the full team travel cost.
  - Fees for cancelled team travel costs will still be billed in situations where athletes become ill, injured, or otherwise. Coaches will work to eliminate unnecessary expenses if possible.
- **Travel costs are determined by totaling all expenses (including but not limited to; lodging, transportation, meals) and dividing them by the number of swimmers participating in team travel.** Only in exceptional circumstances will separate amounts be billed for individual swimmers. Total costs may increase during a trip and require additional fees to be billed. Coaches work diligently to be cost-effective and reasonable with expenses with the performance of the student-athletes as the priority.
- **All efforts will be made to find quality accommodation 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. Within reasonable cost, coaches work to ensure every student-athlete has their own bed. In some cases, this is not possible, and student-athletes may be asked to share a bed with teammates.
- **Roommates are decided by coaches and communicated at check in on the trip, requests may be made to coaches prior to departure, however the final decisions on rooming will be made by coaches.** If there are specific individual concerns, student-athletes should contact coaches directly.
- **Travel costs will include the expenses for coaches attending for most meets with more than 20 athletes.** Travel costs for Futures, Junior Nationals, and Nationals do not include coaches' travel expenses.

### Florida Swimming Reimbursement:

- **Florida Swimming offers travel support for athletes attending meets at a Futures level and above.** The amount of support is dependent on the number of months registered with Florida Swimming. This support is available for two meets per year.
  - **For athletes who travel with the team to these competitions, receipts for hotels, transport, and meals (if needed) will be provided to families.** Families will be asked to fill out and submit support forms on their own. Families' flight costs can also be included in the reimbursement amount.
  - All information on reimbursement is subject to Florida Swimming's policies and can be found on their website.

### Team Travel Student-Athlete Policies:

The following procedures apply to student-athlete on team travel in addition to the Code of Conduct, MAPP, and student-athlete expectations contained in this handbook.

- **Apparel: all athletes traveling with the team will wear appropriate apparel on each day of the competition as well as travel days.** Unless otherwise communicated, travel day apparel is required: Navy Bolles Polo, Khaki or dark bottoms (no gym shorts, jeans, or sweatpants), closed toed shoes (no sandals).
- **At NO time should a member of the opposite gender be in another student-athletes hotel room. NO EXCEPTIONS.** Athletes wishing to spend time with each other must do so in common areas (hotel lobby, hallways).
- **Athletes should be in their own rooms following dinner/prior to bed checks—all athletes should report to their own rooms after dinner OR be in common areas.** Athletes must stay in rooms after bed checks which are performed by coaches (2 at a time) each evening.
- **Student-athletes who have family in town at the competition are welcome to have meals with their family.** These meals need to be planned AND communicated to the coaches in writing (whatsapp or email) PRIOR TO DEPARTURE for the trip. This helps the coaches to plan meals appropriately for the entire group, limits food waste, and helps coaches to keep track of student-athletes under their care. Coaches will ask for confirmation from an adult who will be with the student-athlete when they are separate from the team. Athletes will be expected to check-in with a supervising coach upon return to the hotel.
- **Student athletes who travel to or from the event (or between sessions) with an immediate family member may do so with a written request to the coaches indicating who is taking responsibility and when they will be returning** (or returning to the student-athlete's home). There will be no adjustments in team travel costs for this.
- **There will be NO USE OR POSSESSION OF DRUGS, ALCOHOL, OR OTHER ILICIT SUBSTANCES on travel trips. NO EXCEPTIONS.** Use of any of these substances will result in immediate dismissal from the trip and will be followed up with appropriate disciplinary action through the team. Coaches reserve the right to search any team member's hotel room at any time during a trip.

## **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 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**

New and returning families will be contacted in August to register online for the year. You will agree to team policies and pay the \$185 registration fee. The Bolles Bulldog Varsity swim team will require a payment of \$150 (\$75 for middle school) paid through your school account. These are separate fees and programs, Bolles students registered for the Sharks club will automatically be registered for the varsity (Bulldog) team. All members of the Sharks team are REQUIRED to register with USA Swimming (\$85 fee and completed online with USA Swimming). International swimmers can indicate foreign membership and all students should speak with coaches about representing home clubs as needed throughout the year.

### **COACHING FEES**

Boarding students are obligated to pay the **\$2,250** annual coaching fees of the Sharks club. Boarding students will have a **\$250** 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 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 participating 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 to any supervisor, coach or other team administrator associated with the Bolles School Sharks to seek and give appropriate medical attention to 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, 2021**

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 (Local Swimming Committee) 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.

## **MAAPP Travel Policies**

### **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 people 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 outside the pool fence and there are many 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.

## **MESSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES**

- I. Definition: In this section, the term “Massage” refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).
- II. General Requirement  
Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.
- III. Additional Minor Athlete Requirements
  - a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to 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.