

## TEKMASTERS SWIM CLUB POLICIES

- Arrive at least ten minutes earlier than your designated start time.
- Please be ready to pick up your child/swimmer no later than 15 minutes after completion of the practice, and, at closing time.
- Let the coaches coach during practice time. The coaches are available before and after practice time. Meetings can always be set up and are encouraged.
- Pool deck seating in the Food Court and the opposite side of the pool are available.
- Have the proper equipment / put your name on it /TMSC not responsible for lost equipment.
- Lost n Found will be held for 30 days.
- Maintain the pool deck and bathrooms / TMSC responsible for the cleanliness of the facility.
- The Courtesy of a phone is appreciated if practice will be missed by any swimmer in the Developmental and Recreational Groups.
- The Courtesy of a phone call is expected for swimmers missing practice in the Competitive Groups.  
Coaches are concerned about the health and well-being of each swimmer. Especially when commitment levels are part of the percentage of participation expected in these Groups.
- AAU & USA Registration must be kept up to date in order to practice and compete. Each year a notice will go out from TMSC when it is time to renew and or register.
- Swim Meets for the COMP GROUPS will be done online. Accounts must be up to date prior to any registration, including any penalties and or late fees incurred by TMSC through no fault of TMSC.
- Any financial hardships need to be discussed in advance of the next Billing Cycle. There are no refunds. TMSC will work diligently to mitigate any hardship in the interest of both parties. Any extraordinary events or circumstances will be reviewed on a case by case basis. The key is in advance of the Billing Cycle, not after.
- While practicing and competing for TMSC it is strongly encouraged to wear TMSC suits and apparel.

-TMSC suits and apparel should never be worn during HIGH SCHOOL season during practice or at swim meets.

-All families are required to read our TMSC Handbook. TMSC will do a Handbook review at the beginning of each new year. This allows all family members to be updated on our TMSC operations. The TMSC program is a developing system and process. The requirements and commitment levels change as well in the process. The TMSC Handbook is a great review and a reminder of how our program functions.

-We communicate through a weekly Breaking News. Be sure you are receiving this email. Facebook and Instagram are available for Social activities and events only. Our website is the primary source of information. The weekly "Breaking News " and "Special Bulletins" are designed for immediate information and updates to keep all Swim Groups collectively in the LOOP of INFORMATION about past and upcoming events and reminders.

-There is a right way and wrong way to leave a program or cancel membership. The right way is to set up a meeting with the direct coach in advance. This is important so that we/TMSC can evaluate and make determinations about our handling of the program in terms of coaching, communications, and administrative services. This is often overlooked. But, it is the right way and proper way for TMSC to learn and grow the TMSC brand.

-The coaching staff is USA Certified and follows all USA Guidelines and Coaches Code of Conduct. Two primary Guidelines are the use of Social Media and Safe-Sport.

-The aforementioned policies are necessary to maintain a modicum of order for the benefit of all.

The Policies, along with the TMSC Handbook, are well thought out and provide the necessary governance to operate a competitive program for the mutual benefit and enjoyment of all our TMSC families, swimmers, and friends.