

Space City Aquatic Team



Handbook UPDATED 2019

www.SwimScat.com

Teaching Excellence in life through Swimming since 1977

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INTRODUCTION

The purpose of this handbook is to explain to members what the Space City Aquatic Team is and to outline various policies that affect all swimmers and families. All families should read it so that they will become familiar with important facts and policies of the club leading to the best possible experience for the athletes and their families.

A LONG HISTORY OF PRIDE AND EXCELLENCE

The Space City Aquatic Team (SCAT) was founded in 1977 when two "AAU" teams (The Clear Lake Tigers and The Clear Creek Sharks) merged. SCAT's ambition at that time was to provide a feeder system for the area high schools and summer league teams. SCAT quickly exceeded their ambition by sending two of their swimmers to the 1980 Olympic Trials! Since 1977, SCAT has continued to exceed its goals while focusing on a comprehensive competitive swim program for our community tailored to each swimmer's abilities. SCAT is not only recognized as one of Texas's finest programs, but also on the national level by virtue of its National Age-Group, Sectional, Junior National, Senior National, Collegiate, and Olympic Trial swimmers.

SPACE CITY AQUATIC TEAM VISION

To instill a life-long love of swimming and to build a program of excellence in training, team unity, character development and family support where every swimmer has the opportunity to achieve their potential and compete at the highest level.

MISSION STATEMENT

To provide an opportunity for all swimmers to reach their highest personal potential as both a person and an athlete. We understand that winning is much more than one's place in the finish of a race, and we are committed to helping children grow in character, physical development, and skills that achieve excellence.

"Teaching Excellence in life through Swimming"

OBJECTIVES

- To provide excellence in professional coaching and programs to develop individuals to the best of their abilities to compete at the highest levels;
- To provide an atmosphere that inspires swimmers to achieve their maximum potential through a strong work ethic, discipline, self-motivation and self-esteem;
- To develop team unity where everyone encourages and takes pride in each other at all levels of competition.
- To instill a life-long love of swimming through enjoyment and accomplishment at all levels of swimming.

PHILOSOPHY OF COMPETITION

The Space City Aquatic Team is a multi-level swimming program competing within USA Swimming (USA's National Governing Body overseeing national competitions). Our training program attempts to provide challenging for swimmers of all ages and abilities focused on long-term success and development. The following policies outline our philosophy:

1. We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. You cannot control your outcomes just your own efforts. So even if the swimmer finishes first, but has swum poorly in comparison to his/her own past performances or fails to demonstrate newly learned skills, he/she is encouraged to do better. The individual's long-term

improvement is our primary objective. Our objective is to foster a love of sport and foundation of skill that will serve a child through college and beyond.

2. Good sportsmanship is of equal importance to improved performance. All the coaches teach swimmers how to behave like a champion when the swimmers have both a "good" and a "bad" swim. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the Space City Aquatic Team coaching staff.

3. A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way. Swimmers are taught to set realistic, yet challenging goals for meets and to have those goals relate to and direct their training efforts. Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmer's "best" stroke changes as he or she matures and his/her body goes through physical changes.

COACHING STAFF

Nothing has a greater influence on the quality of aquatic sports than the excellence of the coach. The Space City Aquatic Team staff consists of professionally trained coaches who constantly pursue personal growth and expanded knowledge on both the sport of swimming and the development of children/athletes. They have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Certified coaches in U.S.A. swimming programs possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time your swimmer spends in swimming will be quality time.

COACHES RESPONSIBILITIES

The coaches' job is to supervise the entire competitive swim program. The Space City Aquatic Team coaching staff is dedicated to providing a program for swimmers that will enable them to learn the value of striving to improve oneself--"to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

1. The coaches are responsible for placing swimmers in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/she will be placed in a more challenging training group by the coach.

2. The coaching staff will make the final decision concerning which meets Space City Aquatic Team swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered into focusing on the long-term development of athlete.

3. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive feedback regarding the swimmer's performance. It is the parent's job to offer love, support, and understanding regardless of their swimmer's performance.

TRAINING SESSIONS

Training sessions are the most important aspect of competitive swimming. **Consistent training** is needed to progress through the levels of swimming. Therefore, it is important that each swimmer attends as many practices as instructed by their coach in order to derive the full benefits of the program. **Pool availability is our most limiting factor. Don't waste it.**

TEAM LEVELS AND PLACEMENT

Space City Aquatic Team Phases of Athlete Development

Throughout all phases of development here at Space City Aquatic Team we continue to focus on our team philosophy. Space City Aquatic Team wants all individuals to learn the skills it takes to be successful people both in and out of the pool in a fun environment. It also expounds the values that are integral to becoming a good citizen; respect, honesty, caring, accountability, and responsibility.

Phase I: Basic Skill Development – Ages 11 & Under:

This phase is the introductory level of competitive swimming. In order to begin in the novice levels of our program, swimmers must be able to swim a minimum of 25 yards freestyle and backstroke.

- The focus is almost entirely on teaching fundamentals and developing basic motor learning skills, balance and coordination in the water. We believe it is important that novice competitors swim at least 1-3 times per week most months each year. It is vitally important to make swimming fun and enjoyable. We believe the most significant responsibility for novice coaches is teaching young people to love the water and to love the sport.
- It is critical for novice coaches to emphasize correct fundamentals and to have the willingness to sacrifice speed for efficiency. This concept can sometimes work against a swimmer's short-term success at this age. At this level, we believe there is great merit in competition based on skill development.
- The majority of yardage in the early years needs to be low intensity and technique-oriented. This is not necessarily always as exciting or fun for the swimmer or coach, as is swimming fast, but integral in their long term development and progress. We believe that it is essential to teach, develop and promote all four strokes and all events. Age groupers should not be permitted to specialize in practice or in meets. We place a very heavy emphasis on kicking.
- Swimmers are readily encouraged to participate in other activities and sports. We believe physical activity and the experience of other sports increases the number of learned movement patterns and general athletic development of the child. Sports such as gymnastics and soccer have excellent carryover value. The better the athlete, the better the swimmer.
- At every level, but particularly the novice level, we take a long-term approach to swimmer development. Once swimmers begin in our program, we want to give them the preparation and tools they will need to make swimming a lifetime activity.

Phase II: Basic Training Development – Ages 11 to 14:

At the age of 11-14, swimmers move into the second level of our age group program. Swimmers who move into these practice levels are able to swim all four strokes and maintain good technique

on low intensity interval work. This phase is a transitional level where the emphasis begins to change from primarily teaching technique to a relatively equal balance of technique work and physiological development.

- The focus is still centered on teaching fundamentals and developing a strong foundation in all strokes. The number of practices offered per week at each level increases and swimmers are encouraged to attend as many practices as possible, but no fewer than 3 per week.
- Low intensity aerobic conditioning is emphasized and athletes begin to do more mileage on a weekly basis. It is important that the fundamental skills developed in Phase I not be compromised as swimmers begin to swim farther in practice. At this level, the training program focuses on preparation for the 200 IM and 200/400 freestyle events. Even if swimmers show promise in specific events, we do very little specialty work.
- A high priority continues to be placed on kicking all four strokes. Beginning with this phase, a high priority is also placed on maximizing the number of training weeks per year. Peak performance efforts are put off until the latest point possible in each season. Likewise, the importance of swimming through the year is emphasized.
- Swimmers are still encouraged to participate in other activities and sports. However, we are hopeful that participation in other activities allows them to meet the minimum attendance expectations for swimming. In a perfect program, the swim team would provide opportunities for crossover training and exposure to other sports.
- Dry-land training is introduced at the upper levels of these training groups with the emphasis primarily being on the development of core body conditioning and increasing their athleticism.

Phase III: Progressive Training – Ages 13 to 18:

Most team members move into the senior levels of our program at age 13. The quantity and intensity of the training program increases. For the first time, the program structure calls for more time to be devoted to physiological conditioning than to teaching fundamentals.

- In this phase, the mileage completed each week begins to become a consideration. We want to take advantage of the pre-pubescent window of opportunity to more fully develop aerobic capacity. Although low intensity aerobic conditioning is still the highest priority, we have athletes begin to do more anaerobic threshold work. As swimmers swim faster in practice a greater percentage of the time, it is critical that technique is not compromised.
- At this level, the training program focuses on preparation for the 400 IM and middle distance freestyle events. Even if swimmers show promise in specific events, we do very little specialty work.
- We believe that to be as successful in long course swimming as one is in short course swimming requires approximately 10-15% better conditioning. The training program in the practice levels of Phases III and IV is designed to emphasize and promote long course swimming throughout the year.

- Swimmers are encouraged to attend as many practices each week as possible. Morning practices during the school year are introduced at the top level of this phase. Swimmers at these senior levels are encouraged to begin to make a choice between swimming and other activities. Beginning in this phase, careful attention is given to maintaining aerobic fitness levels from one season to the next. Breaks between seasons are limited to avoid significant deterioration of aerobic fitness.
- Dry-land training continues at these levels with the emphasis primarily being on the development of core body conditioning and increasing their athleticism.

Phase IV: Advanced Training – Ages 14 & Over:

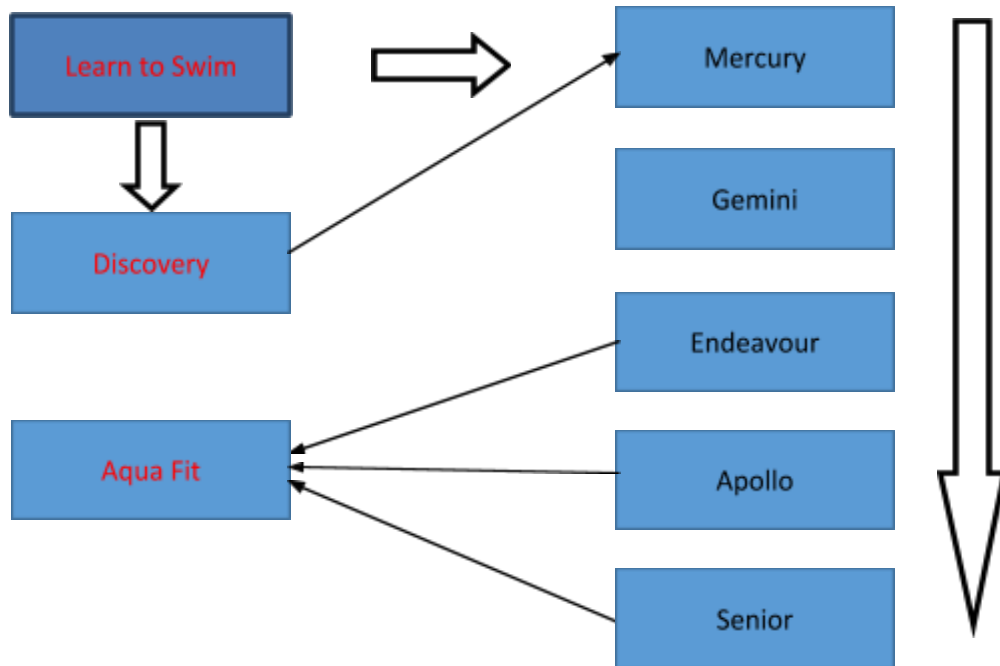
Swimmers with the appropriate dedication, desire, experience, and talent move to the advanced training level of our program at 14-15 years of age. The training program in Phase IV is very demanding.

- Success over the long-term remains a high priority. Although we could train high school age swimmers in such a way that they could swim faster in the shorter events during their teenage years, we believe it is our responsibility to provide an aerobic-based training foundation that will allow them to achieve ultimate success in their college years and beyond.
- Emphasis is still heavily aerobic, but specificity of training for stroke and distance becomes part of the regimen. While mileage completed is a serious consideration, attention to detail and improvement in stroke technique is very highly valued. Coaches continually stress efficiency and technical precision as key components to success at the elite levels.
- Swimmers are still encouraged to train and compete in a wide variety of events. We believe there are many instances where 18 year-old and younger swimmers begin to specialize too early in their careers.

PRACTICE GROUPS

The Space City Aquatic Team uses a "progressive" age group program designed to develop the child

Flow Chart of Groups



Discovery - 8 & Under

- Swim: Swimmers are encouraged to attend 3x/week
- Skills Required: Swim 25 continuous yards of two different strokes
- Meet Attendance: Intra-squad only

Skills taught:

- Starts
- Introduce turns Flip & Open
- Introduce basic drills
- Develop 3-4 legal strokes

Mercury - 10 & Under

- Swim: Swimmers are recommended to attend 4x/week. Max 5x/week for 45 minutes
- Skills Required: Swim 25 of free / back / understanding of breast / fly
- Meet attendance: Intra- squad meets at a minimum. Swimmer can participate in all meets they qualify for

Test Set – Swimmers must pass to move into Gemini:

- 5x100 free 2:15
- 4x100 IM 2:45

Skills taught:

- Turns: Flip & Open
- Develop 4 legal strokes

- Dive off of blocks
- Begin and racing 50 and 100 distances

Gemini - Age 8-12

- Swim: 4-5x/week (1 hour 15 min) You are welcome to attend any day practices are offered.
- Skills Required: Proficiency in all strokes, test set results, age
- Meet Attendance: All intra-squad and 2+ club meets, including champs meet each season

Test Set:

- 6x100 Free 2:00 5x100 IM 2:15
- Swimmers can complete all IMX events for their age group

Skills taught:

- Mastery of the clock
- Introduce Advanced Drills
- Begin swimming and racing 200/500 yard distances
- Development of IM Transition turns
- Introduce basic racing concepts

Endeavour - Age 10-14

- Swim: 4-6x/week for 90 minutes
- Dryland Training: Recommend 3x/week for 30 minutes
- Skills Required: Proficiency in all strokes, test set results and age all factor
- Meet Attendance: All intra-squad, 2+ club meets; including champs meet each season
- Times: Swimmers should be working toward B-BB times in primary events

Test Set: Swimmers must pass to move into Endeavour

- 8x100 from 1:45
- 4x200 IM on 4:00

Skills taught:

- Develop advanced Drills
- Mastery of the clock
- Mastery of IM Transition turns
- Develop training concepts (descend, build, negative split)
- Develop concepts behind ideal stroke technique
- Legal 400 IM
- Swim & Compete all strokes and distances

Apollo - Age 11+

- Swim: 3-5x/week for 90 minutes
- Dryland Training: 3x/week for 30minutes, optional but strongly recommended
- Meet attendance: Club meet attendance is not required, but strongly suggested 2-3 per year

Skills taught:

- Develop advanced Drills
- Mastery of IM Transition turns
- Develop training concepts (descend, build, negative split)
- Develop concepts behind ideal stoke technique
- Legal 400 IM

Test Sets:

- Close to CCISD freshman consideration times.

Aqua Fit - Age 9+

- Swim: 3-5x/week for 75 minutes
- Dryland Training: 2x/week for 30minutes, optional
- Meet attendance: Club meet attendance is not required

Skills taught:

- Develop advanced Drills
- Mastery of IM Transition turns
- Develop training concepts (descend, build, negative split)
- Develop concepts behind ideal stoke technique
- Legal 400 IM

Senior Prep - Age 11-14

- Dryland Training: 3x/week for 30 minutes
- Meet Attendance: Any meet qualified for
- Swim: 5-7x/week for 1 hr 45 min (attending 75% of practices offered)

Test Sets:

- 10x100 free of 1:20
- 5x200 IM 3:10
-

Skills taught:

- Mastery of advanced Drills
- Master training concepts (descend, build, best average, negative split)
- Mastery of concepts behind ideal stoke technique
- Evaluate and develop personal strengths and weaknesses
- Mastery of basic race strategies/Introduce Advanced racing techniques
- Begin to determine individual's stroke or events

Senior - Age 13+

- Dryland Training: 3x/week for 30 minutes
- Meet Attendance: Any meet qualified for

- Swim: 5-8x/week for 2 hours (attending 80% of practices offered)

Acceptance into the Senior Group is based on coach approval only.

Skills taught:

- Mastery of advanced Drills
- Master training concepts (descend, build, best average, negative split)
- Mastery of concepts behind ideal stroke technique
- Evaluate and develop personal strengths and weaknesses
- Mastery of basic race strategies/Introduce Advanced racing techniques
- Begin to determine individual's stroke or events

PRACTICE AND ATTENDANCE POLICIES

The following guidelines are to inform parents and swimmers of the team's policies regarding practice. These policies have been developed to provide the best possible practice environment for all.

1. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The coaches' expected level of practice increases as swimmers move to higher groups.
2. For the swimmers protection, they should arrive at the pool no earlier than 10 to 15 minutes prior to their workout time. They should also be picked up no later than 10 to 15 minutes after their practice is over. Swimmers should be ready to swim 10 minutes prior to the start of their practice. Parents should remain on site to ensure that a coach is there before leaving their child. No swimmer under the age of 8 is ever to be left unattended by a parent or guardian appointed by the parent.
3. While at practice the swimmers are the responsibility of the coaching staff, and the coaching staff is the swimmer's authority figure. Swimmers are never to leave the pool area without a coach's permission.
4. The club has an obligation to act as guests while in the various facilities SCAT uses. Every member of the club needs to do everything possible to respect this privilege.
5. Parents are allowed to observe practice from the designated seating areas only. Parents at the League City Pool can view practice from the covered seating area or behind the yellow line. At Clear Springs, parents cannot sit in the stands directly behind the starting blocks. This area is reserved for the swimmers and their gear. The stands alongside the pool are the viewing area at this facility.
6. Do not try to communicate with any swimmer from the seating area. This is not only distracting to the swimmer, but can also be distracting to the entire team as well as the coach. **Parents who repeatedly communicate with their children during practice will be asked to leave practice.** Once the swimmer arrives at the pool, only the swimmers are allowed on deck. If a swimmer does not have their equipment, then only the swimmer can go and retrieve the equipment. This includes water bottles, goggles, and swim caps. This is in accordance with USA Swimming policies, as well as our insurance policy.

SWIMMERS TRAINING RESPONSIBILITIES

As a swimmer's level of swimming ability increases, so does his/her responsibility. The program is designed to encourage all swimmers to be the best they can be and to grow as people into successful adults. As swimmers improve, there is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers will be required to bring specified training accessories (i.e., goggles, flippers, etc.) to workouts. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as excuses to miss part of a training session.

COMPETITIVE STROKES

The four competitive strokes are (1) freestyle, (2) backstroke, (3) breaststroke, and (4) butterfly. Events are held in all of the competitive strokes at varying distances depending on the age group of the swimmer. In addition, there is a combination of the strokes swum by one swimmer called the individual medley. Other swimming events include relays, which are a group of four swimmers who either all swim freestyle (freestyle relay) or each swim one of the competitive strokes in the order of backstroke, breaststroke, butterfly and freestyle (medley relay).

Please visit www.USASwimming.org for a brief description of each of the four strokes.

SWIM SEASONS

The swim year is divided into two seasons. The winter, or "short course", season runs from September to March. The meets are held in a 25-yard pool. The summer, or "long course", season runs from April to August. Long Course Meets are held in 50-meter pools (Olympic size).

PARENTS... YOUR ATHLETE NEEDS YOU

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your swimmer makes depends to a great extent on this triangular relationship. It is with this in mind that we ask you to consider this section as you join the Space City Aquatic Team or reacquaint yourself with this section if you are a returning Space City Aquatic Team parent.

The coach is the coach: We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and oftentimes insurmountable, confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact the coach.

Best kind of parent: The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to perform well in competition.

Twelve and Under: Twelve and under swimmers are often inconsistent in focus and

development, and this can be frustrating for parents, coaches, and swimmers. Parents and coaches must be patient and permit these swimmers to learn to love the sport. Added concentration on stroke technique will soon lead to much faster swims for the individual.

Not every time: Even the very best swimmer will have meets where they do not produce their best times. These "plateaus" are a normal part of swimming. Over the course of a season, times should improve.

PARENTS' RESPONSIBILITIES

Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits. They will serve your children well.

The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent. Please take the time to read "The Ten Commandments for Swim Parents." It can be found under the Parent's and Swimmer's Resources section of our website. It offers some very useful and sound advice on communicating with your swimmer. Please review the "Swimmers Code of Conduct" with your athlete and make sure that your swimmer understands these expectations.

VOLUNTEERING

The Space City Aquatic Team is a parent-run aquatics team like most USA swimming teams. There are many needs for parents' time and opportunities for volunteering. Among these opportunities are; being a part of a Board-approved committee (social, fundraising, etc.), putting signs up for camps, bringing a dish or item for a team event, and many more. Most of these volunteer activities do not take a great deal of time, but are necessary for the continued success of the team. The most important volunteer activity we participate in is timing at swim meets that our swimmers attend.

TIMING AT SWIM MEETS

Timing at a swim meet that your swimmer attends is the most vital volunteer activity we provide. USA and Gulf Swim meets are run by volunteers from all of the attending teams. The host team assigns each participating team a number of timing slots based on the number of swimmers the team brings to the meet. Most meets will only require that you fill one timing slot; however some long-course meets may have more required slots than we have families signed up. The first families assigned a 2nd timing slot will be those with more than one swimmer entered in the meet. When the team receives our timing responsibilities for a meet, the staff will make the assignments and post them on team website under the swim meet. This usually happens 3-4 days before the meet starts.

Each family that participates in a swim meet must have someone available to act as a timer at that meet. If you are unable to time at a meet, it is your responsibility to find a replacement that can fill in for you. Any responsible person 16 years of age or older can act as a timer. Timing slots are typically one hour long. The team is responsible for providing timers for the duration of the meet. Your timing slot may be after your child has completed their last swim of the day, but you must still cover your slot. Typically, there will not be much lag time between their last swim and your slot. If the team is not able to provide timers, we will not be allowed to participate in the meet.

An e-mail will typically be sent to the team when the timing assignments are complete, but you

are responsible for checking the team website under the meet to verify your assignment. **If you do not show up for a timing assignment, a \$25 fee will be charged to your account.** Most of our families enjoy timing because it is the only way they are able to get on deck during a swim meet for the best seat in the house! If anyone has not timed before, please see one of our board members for a quick lesson at practice. We also have intra-squad meets where you will learn to time as well.

HOW TO ENTER A SWIM MEET

To enter a Swim Meet, log into your account on the team website (www.swimscat.com) and click the **Events** tab at the top of the home page, or see the list of upcoming meets at the bottom of the home page. Click the meet title for the meet you wish to attend. You can read a description of the meet here, as well as any associated documents. A meet announcement will be posted here once it is available from the host team (usually 2 weeks prior to the meet). When you are ready to enter the meet, click **“Edit Commitment”**, then your swimmer’s name, then under **“Declaration”** select the dropdown tab for **“Yes, please sign up my swimmer for this event.”**

The notes box under this is used to let the coaches know if you are only able to attend certain days of the meet. If you don’t note the days you cannot swim, your swimmer will be entered in all days of the meet and you are responsible for those meet fees.

Check back under the meet page often, as the Meet Timeline, Warm Up Times, and Timing Assignments will be posted here usually 3-4 days before the meet (as soon as made available by the host team).

*****Very Important*****

Once you have signed up for a meet and you find out later you cannot attend, notify the team ASAP by e-mailing Admin@swimscat.com. If the meet entries have not been sent in to the host, you may not be charged the meet fees. Once the entries are sent in, the team has been charged and we cannot refund your fees. If you wake up sick the day of the meet, you must e-mail the team no later than 2 hours before the start of the meet. The coaches are very busy with warm-ups, putting together relay cards, etc. and do not have time to call a parent to find out a swimmer’s status if they aren’t present.

A \$25 fee will be assessed to the account of any absent swimmer entered into a meet that fails to notify the team at least 2 hours prior to the start of the meet of their absence.

FUNDRAISING

Swim-a-thon is our main fundraising event which occurs in the fall each year. This is a fun event for the swimmers and their families. The involvement of the swimmers and their families is what make this event so successful each year.

We encourage as much participation as possible in this and other fundraisers, as it ensures the future viability of the team and greater resources for the swimmers. Our biggest expenses are renting pool space, paying our amazing coaches, training equipment, as well as USA and Gulf Swimming fees.

TEAM COMMUNICATION

E-mails: E-mail is the primary way we communicate with our families, so make sure the e-mail

address listed in your account is an active one for you. The coaches and board will send e-mails with updates related to the team, practices, upcoming swim meets, events, etc. Make sure you and your swimmers read the contents of these e-mails to stay current with the most recent news. The main team e-mail if you need to contact us is Admin@SwimScat.com

Text Messages: Team text messages will provide last minute information from the coaches regarding practice time changes or cancellations. Sometimes issues with a pool may arise at the last-minute and a text-message is the best way to get this critical information to our families. Please make sure you “verify” your cell phone information in your account to receive these texts. If you need help with the verification process, see a board member pool side. Coaches and swimmers do not communicate through text message without a parent on the text thread.

Team Website: The team website is the BEST way to keep up with team news and other team events. The “Events/Calendar” tab will have all of our swim meets and special events posted. This is where you will declare for swim meets. The “News Tab” will have any news, holiday practice schedules, or other messages from the team.

COMMUNICATION WITH THE COACH

When contacting the coaches, please be considerate. Sending an e-mail to your child’s level coach, is a good way to get information to them or schedule a meeting. **Please do not walk onto the deck during practice to speak with a coach.** Our insurance policy does not allow this, nor does USA swimming.

CLUB FEES

Registration Fees:

The annual registration fee includes your required membership fees paid to USA Swimming and Gulf Swimming, as well as team fees. All members MUST register with USA Swimming annually to swim. This fee is determined based on when you register your swimmer and is prorated accordingly

- August 1 - February 28 the annual registration fee is \$225.00 per swimmer
- March 1 - May 31 the annual registration fee is \$125.00 per swimmer (USA Swimming discounts the partial swim season)
- June 1 - July 31 the annual registration fee is \$75.00 per swimmer (USA Swimming discounts the partial swim season)

Monthly Dues:

Space City Aquatic Team dues are payable in monthly installments. The dues are based on twelve months of swimming (September through August) with up to 3 weeks off during the year. Like most other teams, we typically give swimmers a week off in the spring after the short-course season (usually spring break) and 1-2 weeks off depending on the group at the end of July or first part of August after long-course season. These short breaks provides the swimmers a much needed break to rest and allow their muscles to heal after tough swim seasons. This helps prevent injuries as well as reduce the chances of swimmer fatigue.

When you join, you pay your registration fee online.

On the 1st day of the following month, you will be billed for your regular monthly dues for that

month as part of the regular billing cycle.

Other Fees/Discounts:

- Families with multiple swimmers are eligible to receive discounts on monthly membership dues and registrations. Families with 2 children receive 5% off each child. Additional children will receive 10% off monthly dues. Registration fees will be discounted the same way.
- Non-residents of League City will be assessed a \$30 per swimmer annual fee for facility and pool usage broken down into two \$15 charges once in the fall & spring. This fee is mandated by League City based on our roster and is passed on to those non-resident members.
- A Pool Fee not to exceed \$25 per swimmer may be assessed as a one-time charge between February 1st and June 30th to assist with pool heating and/or cooling, if necessary.

Characteristic of any business, SCAT expenses begin the first day of every month. A positive cash flow is required to assure payroll requirements, pool fees, and various other expenditures are met. **A late fee of \$20 will automatically be assessed to any account not paid by the 20th of each month.**

It is your responsibility to keep your credit/debit cards updated when they expire so the charges aren't declined. If the monthly dues are more than 30 days late, your swimmer will not be allowed to participate in practices or swim meets until they are paid.

MEET FEES

Each team that hosts the swim meet charges meet fees that must be paid prior to our team being allowed to attend the meet. The Space City Aquatic Team pays these fees to the host team up front to ensure all swimmers who sign up for the meet can attend. Your account is then charged these meet fees. Typically, each event runs from \$4.00 - \$9.00 each depending on the meet entered (Some champ meets can be more). The meet fees will always be listed in the host team's meet announcement. SCAT adds \$2 per event to cover the team's meet expenses. There is also a facility surcharge of \$2.00 - \$25.00 per athlete per meet (not event) charged by the host team. For qualifying meets (Gulf Age Group Champs and up) there will be a \$25 **per family** charge to offset coach travel. Once a swimmer has been entered into a meet and the coach has submitted the event entries, the meet fees cannot be refunded. The team must pay these fees whether your swimmer attends the meet or not once the entries have been submitted to the host team. **A \$25 fee will be assessed to the account of any absent swimmer entered into a meet that fails to notify the team at least 2 hours prior to the start of the meet of their absence.**

PAYMENT OPTIONS

As our team has grown, the billing process has become more difficult to manage without auto-billing. We require you to use your credit/debit card and/or enable direct bank processing to pay your monthly dues and other expenses. It is required that all SCAT families keep a credit/debit card on file or use bank auto-draft to ensure their swimmer's monthly dues are paid on the 1st of each month. **Any account without one of these forms of auto-payment on file after 30 days of joining, will incur a \$10 per month administrative fee.**

It's simple to enable our electronic payment processing system. Simply visit our team website at www.swimscat.com to Sign into your account. Once logged in:

- Click on **My Account**
- Then **Setup Auto Pay**
- Then **Payment Center**
- Add a new card if you didn't save the one you registered with or add a bank account.
- Click the boxes for "**Use for Fees Associated With Your Account**" & "**Use for On Demand Payments.**" **Save Changes.**

Your monthly invoice outlining what your charges for the upcoming month will be are available through the \$ My Invoices/Payments tab on the left side of our team website. Any questions about the billing process or your account, e-mail our Treasurer at Treasurer@swimscat.com.

An additional payment option is to pay your dues for the entire season as a lump sum between August 1-September 30. The benefit to this is that you pay for 11 months and get the 12th month free. Contact the treasurer if you need more information about this option. **You must still keep an auto-pay option on file for non-recurring fees.**

TERMINATION OF MEMBERSHIP

It is the responsibility of the member to notify the team of their intention to cancel a swimmer's membership 30 days prior to the month you wish to stop swimming. We will not refund any dues that were paid if the swimmer stopped coming to practice, but failed to notify the team. Pool space is paid and coached hours are set based on the size of the roster. We don't know your swimmer has cancelled their membership if you don't notify us; therefore we have already paid for their pool space and coaching. **The only accepted method to cancel your membership is by e-mailing coachphilipp@swimscat.com and treasurer@swimscat.com. Telling a coach, board member, etc., will not cancel your account.**

PLACING AN ACCOUNT "ON HOLD"

Holds are only accepted for absences of a month or longer. They must be requested before the start of the month by e-mailing treasurer@swimscat.com. **A hold cannot be placed on the account after the absence has occurred.** A fee of \$20 per swimmer will be applied to the member's account each month on hold as coaches are hired based on the number of swimmers participating in the program, and it ensures that your place on the team is reserved for you during your absence. Should a member choose to cancel their account and rejoin in the same year (September – August), a re-registration fee of \$75 will be assessed per swimmer.

The Space City Aquatic Team is committed to making swimming accessible to all. Please talk to us if you are having problems meeting your financial obligation to the team.

SWIMMER'S CODE OF CONDUCT

- Any swimmer who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.
- Never interfere with the progress of another swimmer, during practice or otherwise.
- At all club functions, whether practice, meets, or social gatherings, we expect each swimmer to behave in such a way that their actions reflect positively on the team.
- All members are required to read the Code of Conduct form. Parents, please ensure your younger swimmers understand our rules, expectations, and consequences.

DISCIPLINE POLICY

Step One-Time out: The swimmer will be pulled aside by coach and given corrective feedback for minor behavior problems such as disrupting practice, not staying on task, “needling” others, interrupting the coach, running, pushing, etc.

Step Two-Removal from practice: If time outs don’t correct the problem, the next action is removal from practice. For serious or dangerous behaviors Step One can be skipped and Step two can be implemented. Some examples but not an all-inclusive list is; defiance to the coach, threatening others, failure to obey facility representatives or staff, serious horseplay in the dressing room or on the pool deck, or dangerous behavior that can or does lead to injury of any athlete. This step requires the use of a **Discipline Form**. It is to be signed by a parent and returned by the swimmer before the swimmer is allowed back at the pool.

Step Three-Suspension from the team: This step will be used in cases of fighting or if the step two actions do not correct the swimmer’s behavior. Before the swimmer is allowed to return to practice, a parent conference with the coach must take place. This suspension can include outside team events and swim meets.

Step Four-Expulsion from team: Expulsion will be used for chronic cases of misbehavior and will be automatic for swimmers who bring weapons or illegal drugs to swim practice or other Space City Aquatic Team functions. The expelled swimmer may petition the Board of Directors for reinstatement.

* ***The Team and coaching staff reserve the right to skip or repeat steps depending on severity and frequency of events and outside issues.***

* ***If a swimmer misses a meet due to suspension or expulsion, he/she will not receive a refund for meet fees paid, or practice(s) missed.***

SAFE SPORT

USA Swimming and Space City Aquatic Team's top priority continues to be keeping our athletes safe. No form of abuse, including child sexual abuse, has a place in our sport. As a part of our continued commitment to safeguarding our athletes, USA Swimming has enacted enhancements to our Safe Sport policy and education requirements.

The U.S. Center for SafeSport ("the Center"), the separate, independent, organization that oversees all sexual misconduct reports in the Olympic and Paralympic Movement created the Minor Athlete Abuse Prevention Policies to set a baseline for acceptable safety standards that limit one-on-one interactions between adults and minor athletes.

The Center urged all National Governing Bodies (NGBs) to add restrictions tailored to fit the sport. On April 29, 2019, USA Swimming released its Minor Athlete Protection Policy (MAAPP) addressing one-on-one interactions, social media and electronic communications, travel: local and team, locker rooms and changing areas and massages, rubdowns and athletic training modalities.

Training our members in abuse prevention and mandatory reporting is just as important as creating policies. USA Swimming is required to provide regular and consistent training for all adults who interact with and have direct contact with minor athletes, including adult athletes. Starting June 23, 2019, as a condition of membership, all athlete members ages 18 and over must complete Athlete Protection Training.

Please visit the Safe Sport page of our website for more information including our teams full MAAPP Policy.