

du



## **Aulea Swim Club Handbook**

Revised August 20, 2017

## Table of Contents

<p><b>Introduction and Team Philosophy – 3</b></p> <ul style="list-style-type: none"> <li>Introduction - 3</li> <li>Aulea Mission - 3</li> <li>Aulea Vision - 3</li> <li>Team Uniforms - 4</li> <li>Contact Information - 4</li> </ul> <p><b>Group Assignments - 4</b></p> <ul style="list-style-type: none"> <li>Aulea Swim School - 5</li> <li>Bronze Group - 5</li> <li>Silver Group - 5</li> <li>Gold Group - 6</li> <li>Junior Group - 6</li> <li>Platinum Group - 7</li> <li>Senior Group - 7</li> <li>Senior Elite Group - 8</li> <li>Summary of Practice Times - 9</li> </ul> <p><b>Training &amp; Swimmer Responsibilities - 10</b></p> <ul style="list-style-type: none"> <li>Training Sessions - 10</li> <li>Practice &amp; Attendance Policies 10</li> <li>Illness &amp; Injury - 11</li> <li>Medical Conditions - 11</li> <li>Swimmer's Training Responsibilities - 11</li> <li>Communication with Coaches – 11</li> <li>Ocean Swims - 11</li> </ul> <p><b>Aulea Swim Club Code of Conduct - 11</b></p> <p><b>Aulea's Travel Policy - 12</b></p> <p><b>Aulea's Electronic Communication Policy - 13</b></p> <p><b>Aulea's Policy Concerning Anti-Bullying - 14</b></p> <p><b>Aulea's Policy Concerning Reporting of Misconduct - 17</b></p> <p><b>Organization and Team Structure - 19</b></p> <ul style="list-style-type: none"> <li>Organization - 19</li> <li>Board of Directors - 19</li> <li>Coaches Responsibilities - 19</li> <li>Parent Volunteers - 20</li> <li>Standing Committees - 20</li> <li>Parent Responsibilities - 22</li> <li>Communication - 22</li> <li>Insurance – 22</li> </ul>	<p><b>Swim Meets – 23</b></p> <ul style="list-style-type: none"> <li>Seasons - 23</li> <li>Expectations - 23</li> <li>Registration -23</li> <li>Cancellation - 24</li> <li>Cost - 24</li> <li>Location - 24</li> <li>Levels of Achievement - 24</li> <li>Types of Meets - 25</li> <li>Meet Preparation &amp; Arrival - 25</li> <li>Swimmer Participation - 25</li> <li>Parent Participation - 26</li> <li>Results - 27</li> <li>Incentives &amp; Potlucks - 27</li> <li>Ribbons - 27</li> </ul> <p><b>Fee Schedule &amp; Billing Procedures - 28</b></p> <ul style="list-style-type: none"> <li>Background - 28</li> <li>Payment Method - 28</li> <li>Monthly Dues - 28</li> <li>Meet Entry Fees - 28</li> <li>USA Swimming Dues/Transfer - 28</li> <li>Annual Registration - 29</li> <li>Billing Procedures - 29</li> <li>Non-Proration of Dues - 29</li> <li>Membership Status - 29</li> <li>Rules for Cancellation of Membership and Rejoining - 30</li> <li>Referrals - 31</li> <li>Billing Issues - 31</li> </ul>
---	--

# Introduction and Team Philosophy

## Introduction

Welcome to Aulea Swim Club, a club with a rich history in Hawaii since 1955! We strive to provide a wholesome athletic experience for swimmers of varied ages and abilities by emphasizing stroke technique and training. We develop each swimmer as an individual by stressing self-improvement, self-motivation and discipline. The team experience helps the swimmer develop teamwork and leadership skills. We sincerely hope your experience with Aulea is a rewarding one.

The purpose of this handbook is two-fold: 1.) to explain to new members what the Aulea Swim Club is and; 2.) to outline various policies that affect all swimmers, year after year. All families should read this handbook to become familiar with important facts and rules of the club.

## Aulea Mission

The Hawaiian translation of “Aulea” means “swimming together harmoniously.” As a TEAM we develop champions in the pool and in life by creating a positive environment that inspires the dreams of swimmers at all competitive levels – beginners, Olympians and everyone in between. Aulea’s competitive approach is complemented by its fun, community-oriented environment.

## Aulea Vision

The following is Aulea’s vision statement, its purpose and direction:

- **TEAM** – Together Everyone Achieves More.
- **Competition:** Aulea strives to be a premier swim club in Hawaii (consistently in the top three).
- **Champions:** From beginner to Olympian, Aulea teaches the skills both mentally and physically to be a Champion. We emphasize individual progress and competition at the highest level.
- **Life Skills:** Through the sport, Aulea develops life-long skills including commitment, hard work, goal setting, self-motivation, perseverance, time management and team loyalty.
- **Breadth:** Aulea operates a wide-range of programs including swim school, age-group developmental, elite national-level and open water swimmers.
- **Fun:** Aulea creates a community-oriented environment in which swimmers have fun and build lasting friendships.
- **Heritage:** Aulea maintains strong Hawaiian values including aloha (love) and kuleana (responsibility).

## Team Uniforms

Team uniforms are important in helping to develop pride, commitment and unity. Team colors are red and white. Team uniforms and colors should be worn while traveling with the club and at **all meets** by swimmers. Required items to wear in any meet are:

- Aulea swim cap (red cap with "AULEA" embossed in white letters on both sides).
- Official team suit from our sponsor, Speedo
- Please see the website for the team policy regarding techsuits
- Aulea t-shirt (wear to meet, while not swimming and while traveling with the club)

## Contact Information

Emails for Aulea's Coaches and Board of Directors can be found at Aulea's web site: [www.aulea.org](http://www.aulea.org) (home page/coaches section).

## Group Assignments

Aulea Swim Club has a broad range of swim groups for kids aged 6 through 18. Aulea uses a "progressive" age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. In order to emphasize long-term versus short-term results, Aulea's coaching staff establishes training groups of swimmers who are compatible with respect to abilities, commitment levels, attitudes, goals and age.

The goal is not to push swimmers through each group as fast as possible, but instead for groups to progress and move through the ranks together. It's important for swimmers to be in the correct group so he/she can get the proper instruction and be challenged – and conversely, not hold up the group during practice.

In 95% of cases, swimmers will be moved up in January (after short-course age group championships) or July (after long-course age group championships). If a swimmer progresses faster than others in his/her group, the coaching staff will make a decision mid-season and communicate to the swimmer and parents. Aulea tries to keep each group to a maximum of 30 swimmers.

It can be disappointing if a child's peers get moved into a higher group and he or she does not. It's best to focus on your child and his/her abilities and goals – rather than compare to other swimmers. The coaching staff uses established criteria (described below) to make decisions and is always happy to respond to any questions or discuss abilities and goals with the swimmer and parent.

Here are descriptions of each group, practice and meet expectations and necessary equipment (for specific information on equipment, please refer to Aulea's web site).

## Aulea Swim School

The swim school – intended for swimmers ages 6-10 – is the team’s introductory program to teach the basics of swimming to beginners. Unless swimmers are coming from another club, they will invariably begin in our swim school program. The goal is to learn all 4 competitive strokes and gain speed/efficiency. The swim school is a small group setting (typically 7 swimmers per coach) and will be held in 13-week sessions (offered in the fall, winter/spring and summer). Although some members of the swim school may be asked to join the team after one session, others may be asked to take two or more sessions until they have developed the appropriate skills to be “team ready.”

- **Practice time:** 6:15-7:00 pm (Mon/Wed session or Tues/Thurs session).
- **Equipment to be supplied by swimmers:** Goggles and water bottle; plus fins (ideally) and cap (if needed).
- **Criteria to progress to Bronze group:** all 4 strokes legal; 8 X 25 @ '45; and 7 years old minimum (rare exceptions).

## Bronze Group

This beginner group – for swimmers aged 7 -11 years old – is intended for beginning competitive swimmers. Swimmers in the Bronze group will typically come from the swim school. Swimmers must be able to do all 4 strokes legally to enter the Bronze group. This group is not focused on high volume (roughly 1,200-1,500 yards/day) as most of the time is spent working on stroke technique. Swimmers in this group will also get a lot of exposure to starts and turns. Main group focuses: Drills/technique, learning to be part of a team, learning how to read a pace clock and enjoying swimming.

- **Practice time and expectations:** 5:00-6:00 pm daily. 2 days per week expected attendance (those who want to advance to the Silver group will likely attend 3 days per week).
- **Meet expectations:** Swimmers in the Bronze group should plan to compete in all Classified meets and BC meets, which means about 6-8 competitions per year.
- **Equipment to be supplied by swimmers:** Fins, cap, goggles, mesh bag and water bottle.
- **Criteria to progress to Silver group:** Minimum of 3 10-under AAA times; 8 x 50 swim @ 1'10 (test sets will be run bi-monthly; 3 x 100 IM @ 2'45 (test sets will be run bi-monthly); and 8 years old minimum (rare exceptions).

## Silver Group

This intermediate group – for swimmers 8 -12 years old – is for swimmers who are proficient in all 4 strokes. While the emphasis is still focused on building better technique, some introductory training sets will be introduced. Practices are primarily stroke drills and technique with some work on building endurance. Swimmers can expect to swim more yardage than in the Bronze group (1,500-2,500 yards daily) and the drills will get more quality and in-depth. There is also a larger emphasis on butterfly in this group. Main group focuses: Aerobic training, drills/technique, understanding training sets and learning how to compete.

- **Practice time and expectations:** 5:00-6:15 pm daily. 3 days per week expected attendance (those who want to advance to the Gold group will likely attend more frequently). Swimmers may also be invited to occasional Saturday morning practices/stroke clinics.
- **Meet expectations:** Swimmers should plan to compete in all Classified meets as well as BC meets and Invitational meets (as eligible), which means about 8-10 competitions per year.
- **Equipment to be supplied by swimmers:** Fins, cap, goggles, mesh bag and water bottle.
- **Criteria to progress to Gold group:** Minimum of 3 10-under AAA times; 8 x 100 swim @ 1'45 (test sets will be run bi-monthly); 5 x 100 IM @ 2'15 (test sets will be run bi-monthly); and 10 years old minimum (rare exceptions).

## Gold Group

The Gold group – for swimmers aged 9-12 years old – is for swimmers who can do all 4 strokes proficiently and are working on becoming more efficient. Time spent in the Gold group is about 50% technique (stroke refinement) and 50% endurance/conditioning (aerobic training). Swimmers are almost all at the AA/QUAL level. We begin to introduce even more interval sets and the daily volume can range anywhere from 2,500-4,000 yards. Swimmers in this group are beginning to develop their own style of stroke and are engaged in more intense workouts than the Silver group. We focus on team culture. One of our goals is to continue to learn to train while preparing for state-level competitions. Since competition is a major point of this group, we begin to teach race strategies. Turns and underwaters are also emphasized in this group.

- **Practice time and expectations:** 5:00-6:45 pm daily. 3-4 days per week expected attendance (those who want to advance to the Junior group will likely attend more frequently). Swimmers may also be invited to occasional Saturday morning practices/stroke clinics.
- **Meet expectations:** Swimmers should plan to compete in Classified meets, Invitational meets and Age Group State Champs or JAG's as appropriate, which means about 10-12 competitions per year.
- **Equipment to be supplied by swimmers:** Mount snorkel, fins, cap, goggles, mesh bag and water bottle.
- **Criteria to progress to Junior I group:** Minimum of 3 11-12 AAA times; 10 x 100 swim @ 1'30 (test sets will be run bi-monthly); 5 x 200 IM @ 3'30 (test sets will be run bi-monthly); and 12 years old minimum (rare exceptions).
- **Criteria to progress to Junior II group:** Minimum of 3 11-12 AA times; 10 x 100 swim @ 1'45 (test sets will be run bi-monthly); 5 x 200 IM @ 4'00 (test sets will be run bi-monthly); and 12 years old minimum (rare exceptions).

## Junior I Group

The Junior group – for swimmers aged 11-14 years old – is for swimmers who are quite proficient in all 4 strokes and continue improving their times. Nearly all swimmers in this group are at the QUAL time level and above. Interval sets are given through most of the practices and swimmers can expect to swim between 3,500 and 5,000 yards. Many days

include long swim sets ranging anywhere from 1,500-2,500 yards in duration. A large part of the focus for the Junior group is aerobic training and an introduction to speed work and swimmers in the junior group have already decided that swimming is something that they value doing and are aiming to maximize their potential. This group may have a fun day as a reward for hard work, but the main emphasis is teaching these swimmers how to train to become ready for the Senior Elite group.

- **Practice time and expectations:** 5:00-7:00 pm daily. 4 days per week expected attendance (those who want to advance to the Senior Elite group will likely attend more practices). Swimmers may also be invited to occasional morning practices or Saturday stroke clinics. There will also be two dryland days per week before practice, please check weekly schedule for updates.
- **Meet expectations:** Swimmers in the Junior group should plan to compete in Classified meets, Invitational meets and Age Group State Champs or JAG's as appropriate, which means about 10-12 competitions per year.
- **Equipment to be supplied by swimmers:** Green Strokemaker paddles, center mount snorkel, fins, cap, goggles, mesh bag and water bottle.
- **Criteria to progress to Senior Elite group:** Minimum of 1 Sr. Western Zone QUAL time; 15 x 100 swim @ 1'20 (test sets will be run bi-monthly); 8 x 200 IM @ 3'00 (test sets will be run bi-monthly); and 13 years old minimum (no exceptions).

## Junior II Group

The Junior II Group is meant to be a bridge between Gold and Junior I. Workouts in Junior II are very similar to Junior I but with slightly easier intervals.

- **Practice time and expectations:** 5:00-6:30 pm on M/W/F and 5:00-7:00 on T/TH. 2-3 days per week expected attendance (those who want to advance to the Junior I group will likely attend more practices). Swimmers may also be invited to occasional morning practices or Saturday stroke clinics. There will also be two dryland days per week before practice, please check weekly schedule for updates.
- **Meet expectations:** Swimmers in the Junior group should plan to compete in Classified meets, Invitational meets and Age Group State Champs or JAG's as appropriate, which means about 10-12 competitions per year.
- **Equipment to be supplied by swimmers:** Green Strokemaker paddles, center mount snorkel, fins, cap, goggles, mesh bag and water bottle.
- **Criteria to progress to Junior I group:** Minimum of 3 11-12 AAA times; 10 x 100 swim @ 1'30 (test sets will be run bi-monthly); 5 x 200 IM @ 3'30 (test sets will be run bi-monthly); and 12 years old minimum (rare exceptions).

## Platinum Group

The Platinum group – for kids aged 12-18 years old (6<sup>th</sup> through 8<sup>th</sup> grade) who enjoy swimming but don't meet the criteria for swimming in the junior or senior group *yet*. Some of these swimmers may be late starters to the sport of swimming and/or have opted to make swimming a lower priority in their life. Other Platinum swimmers are on a very competitive track and are striving to eventually swim in the Junior and Senior groups. The focus in this group is technique and endurance and practices may range between 2,500 and 4,000 yards.

- **Practice time and expectations:** 5:15-6:30 pm daily. 2 days per week expected attendance.
- **Meet expectations:** The Platinum group's primary focus will be Classified meets and BC meets and ideally Invitational meets.
- **Equipment to be supplied by swimmers:** Fins, cap, goggles and water bottle.

- **Criteria to progress to other groups:** To be considered for the Junior II group, swimmers must have a minimum of 3 11-12 QUAL times; 10 x 100 swim @ 1'45; and 5 x 200 IM @ 4'00. To be moved into the Senior group, swimmers must be at least 14 years old and in high school and meet the senior group criterion.

## Senior Group

The Senior group – for teens aged 14 and up and in high school – is for swimmers either striving to be in the Senior Elite group or swimmers who want to focus on high school swimming primarily but still want to keep a year round conditioning base. While some swimmers in the Senior group will compete very often others may enjoy swimming but may compete fairly irregularly during the club season. The focus in this group is on speed work, stroke development and aerobic training. Dryland training is included with this group.

**Practice time and expectations:** 5:00-6:45 pm daily. 2-5 days per week expected attendance.

- **Meet expectations:** The Senior group's primary focus will be Classified meets and BC meets and ideally Invitational meets. In some cases, swimmers will be competing for a high school team as well which means anywhere from 8-15 competitions per year.
- **Equipment to be supplied by swimmers:** Fins, cap, goggles and water bottle.
- **Criteria to progress to Senior Elite group:** Minimum of 1 Sr. Western Zone QUAL time; 15 x 100 swim @ 1'20; and 8 x 200 IM @ 3'00.

## Senior Elite Group

This group is for serious swimmers! All swimmers in this group must be 14 or older and have achieved at least one Western Zone Senior Championship time standard. The primary focus is on developing speed and preparing swimmers for college swimming. These athletes consider swimming to be their prime sport. Two structured morning practices weekly and 2+ hours every afternoon along with Saturdays and some dry land practices are conducted in this group. Typical afternoon volume can range from 5,000-7,000 yards. Swimmers in this group are training to race and hit higher level time standards. Workouts are tough and require a lot of endurance ability. The coach will have these kids swim at local meet and state championships, Sectionals, Junior Nationals and many other national caliber meets. This group may travel a lot.

- **Practice time and expectations:** 4:30-7:00 pm daily (5 days per week expected attendance). Plus three mornings per week (T, TH, and Sat. when there isn't a competition). Total of 6 practices per week minimum are expected.
- **Meet expectations:** The Senior Elite group's primary focus will be senior champs and age group champs locally as well as Sectionals and Junior Nationals on a national level. Senior Elite swimmers will be expected to compete in all senior meets as well as most Invitational meets. In some cases, swimmers will be competing for a High School team as well, which means 15-25 competitions per year.
- **Equipment to be supplied by swimmers:** Green Strokemaker paddles, mount snorkel, fins, cap, goggles, mesh bag and water bottle.



## Summary of Practice Times

The normal practice times for each individual practice group are as follows:

Group	Days	Time
Bronze	Monday-Friday	5:00-6:00 p.m.
Silver	Monday-Friday	5:00-6:15 p.m.
Gold	Monday-Friday	5:00-6:45 p.m.*
Platinum	Monday-Friday	5:15-6:30 p.m.
Junior I	Monday-Friday	5:00-7:00 p.m.*
Junior II	Monday- Friday	M/W/F: 5:00-6:30; T/TH: 5:00- 7:00 p.m.*
Senior	Monday-Friday	5:00-7:00 p.m.
Senior Elite	Monday-Friday**	4:30-7:00 p.m.***

\*There will be some dryland sessions for Junior I, Junior II and Gold that start before 5:00 PM. Please check weekly update for scheduling info

\*\*Additional weekday morning and Saturday practices are held for designated swimmers at a time determined by the coach. Those practices are held at either Le Jardin Academy or the Kokokahi YWCA.

\*\*\* Senior Elite practice will start with dryland on most days at 4:30 pm. Please be prompt to all practices.

## Training and Swimmer Responsibilities

## **Training Session**

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimmers. Therefore, it is important that each swimmer attends as many practices as possible (within the expectations for his/her group) in order to derive the full benefits of the program.

## **Practice and Attendance Policies**

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. These policies have been developed over many years and are designed to provide the best possible practice environment for all.

1. Each training group has specific attendance requirements appropriate for the objectives of that group. The expectation level of the coaches for swimmers to attend practices increases as swimmers move to higher groups.
2. Swimmers should plan to stay the entire practice. The last part of practice is often the most important. Usually, there are also announcements made at the end of each practice.
3. Children aged 12 and under are strongly encouraged to play other sports. It is still recommended they swim 2-3 times a week during those seasons.
4. Swimmers in Senior Elite are required to swim year-round, but during high school season they can practice with their high school 1-2 days per week.
5. Occasionally, most of a practice group may be attending a meet or the pool will be closed for reasons beyond our control. In these cases, parents will be notified of a practice change or cancellation via email and Facebook.
6. Swimmers are the responsibility of the coaching staff during practice and should not leave the pool area without their coach's permission.
7. Parents should be aware that Kailua District Park has always attracted all different types of people including homeless people and unsavory characters. Parents should walk younger kids to/from the pool and/or have them walk with older kids. For safety reasons, swimmers should arrive at the pool no earlier than 15 minutes prior to their workout and should be picked up promptly when their practice session ends. Swimmers are not allowed on the pool deck unless a coach is present.
8. Swimmers and parents are reminded that they are guests while in the Kailua District Park and must do everything possible to respect this privilege. Any damages to park property may result in financial liability to the swimmer's parents and/or permanent expulsion from the team.
9. Parents cannot watch practice from the pool deck; they can observe practice from the observation area or behind the fence. If a parent is a member of USA Swimming and has a particular purpose for being on the pool deck (lifeguarding, helping with pool lanes or diving blocks), that is acceptable. Parents should avoid communicating with any swimmer from the observation area because it is distracting to the swimmer, coaches and the team.

## **Illness and Injury**

Coaches must be informed of an injury or serious illness as soon as possible. Although it is always possible to find a physician (or parent) who will recommend abstaining from training, it is helpful to find a family physician who appreciates the importance of participation and who understands the repercussions associated with missed meets and training sessions.

In the case of a serious injury or illness in which a swimmer is not able to swim, the Club Administrator and/or Head Coach should be notified. Depending on the situation and

duration, the swimmer may be put on long-term inactive status (in which no are paid) during the duration of the injury/illness. This occurs on a month-to-month basis only; proration of dues per week is not possible.

## **Medical Conditions**

If a swimmer has a medical condition (such as seizures or heart issues) that a physician has approved for swimming, please notify the Head Coach. He will notify all the coaches and lifeguards so they are aware of possible issues. Please also be sure to keep updated all medical and emergency contact information in your Aulea account.

## **Swimmer's Training Responsibilities**

Swimmers need to prepare themselves for a 100% effort each time they come to practice. Swimmers are required to bring additional training accessories (please see list in "Group Assignments" section of handbook or web site). It is the swimmer's responsibility to make sure equipment is properly adjusted and that spares are readily available. Equipment adjustment and repair is not an acceptable excuse to miss part of a training session.

## **Communication with Coaches**

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group with 20-30 swimmers. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short-term inconvenience.
3. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask talk to the Head Coach.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen emphatically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

As a courtesy, if a swimmer will miss several practices because he/she will be going on a vacation or is sick, please notify your coach. (No need to do so if you miss one or two practices or change your schedule for a particular week.) Also, if you are quitting the team, as a courtesy to your coach, please tell him/her personally. (Please note that this is a courtesy only; please refer to the "Rules for Cancellation of Membership & Rejoining section later in the handbook for policies regarding cancellation).

When contacting the coaches, please be considerate. The best way to speak with the coaches is to meet him/her after practice. The coach will usually make him/herself available to answer questions, provide information, etc. Emailing the coach or sending a note to the coach with your swimmer is also a good way to get information to him/her. Email addresses for all coaches can be found on the Aulea web site (coaches section on the home page).

## **Ocean Swims**

During holidays and occasionally at other times, Aulea will have beach practice in lieu of pool practice. Unless otherwise indicated, beach practice will be held at Kailua Beach Park – at the beach closest to the parking lot across from Buzz's. Typically beach practice begins at 4:30 pm – please watch for emails. All swimmers should **wear their Aulea swim cap**. Parents who are competent swimmers are welcome to join the ocean swim with their child or another group. Parents on SUPs or kayaks are also welcome to join. Bronze and silver groups typically swim around the buoys; more experienced swimmers typically swim to or around Flat Island. Swimmers will swim in groups; coaches will guide and ensure swimmers stay together.

## **Aulea Swim Club Code of Conduct**

- a.) All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.
- b.) Team members, (swimmers, coaches and parents), will display proper RESPECT and SPORTSMANSHIP toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- c.) The consumption or possession of alcohol, tobacco, or any other illegal drug or substance of any kind will not be allowed by minor swimmers. In addition, any team member found to be in the presence of others partaking in any of the above activities could be subject to the same punishments including possible expulsion from Aulea Swim Club.
- d.) Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the Aulea Swim Club. Athlete behavior must positively reflect the high standards of the club and the windward Oahu community.
- e.) Swimmers are to refrain from use of inappropriate language.
- f.) Swimmers should never interfere with the progress of another swimmer during practice or otherwise and should follow all pool rules.
- g.) Swimmers are to follow the rules in the team travel policy.
- h.) Failure to comply with the Code of Conduct as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
  - i. Dismissal from team trip and immediate return home at the athlete's expense
  - ii. Disqualification from one or more events, or all events of competition
  - iii. Disqualification from future team travel meets
  - iv. Suspension or dismissal from the team
  - v. Proceedings for an LSC or USA Swimming Board of Review

## **Aulea's Travel Policy**

- a) Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
- b) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
- c) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).
- d) When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
- e) During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- f) During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes,

- they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- g) To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
  - h) A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
  - i) Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
  - j) Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
  - k) Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
  - l) The directions & decisions of coaches/chaperones are final.
  - m) Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
  - n) The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.

## **Aulea's Electronic Communication Policy**

**Purpose:** Aulea recognizes the prevalence and value of electronic communication and social media, and also the potential risks when adults use these methods to communicate with minors.

**Overview:** All communication between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating team or swim-related information. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection. As with any communication with an athlete, electronic communication should not contain or relate to drugs or alcohol use; sexually explicit language; sexual activity; or any inappropriate or sexually explicit pictures. Communication should also avoid the details of adult's social activities, relationship/family issues or personal problems.

For athletes, coaches and parents, the guiding principle for communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient in front of the intended recipient's parents, the coaching staff or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional (T.A.P). If communication meets the T.A.P. criteria described below, then it is likely the method of communication with athletes will be appropriate.

- **Transparent:** All electronic communication between coaches and athletes

should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

- **Accessible:** All electronic communication between coaches and athletes should be considered a matter of record and part of the club's records. It is ideal to include another coach or parent in the communication so there is no question regarding accessibility.
- **Professional:** All electronic communication between a coach and an athlete should be conducted professionally as a representative of Aulea. This includes word choices, tone and subject matter that model the standards and integrity of a staff member.

**Facebook, Twitter, Blogs and Other Social Media:** Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have an Aulea athlete join their personal page as a "friend." Coaches and athletes are not permitted to "private message" each other through Facebook or through another IM method. Aulea has an official Facebook page that athletes and their parents can "friend" for information and updates on team-related matters. Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information. Regarding Twitter, coaches and athletes may follow each other, however coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to "direct message" each other through Twitter.

**Texting:** Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7 a.m. until 9 p.m. Texting shall only be used for the purpose of communicating team or swim-related information.

**Email:** Athletes and coaches may use email to communicate between the hours of 7 a.m. and 9 p.m. When emailing an athlete(s), coaches should always cc another coach or parent.

**Request to Discontinue All Electronic Communication:** The parents or guardians of an athlete may request in writing or via email that their child not be contacted by coaches through any form of electronic communication.

## **Aulea's Policy Concerning Anti-Bullying**

**Purpose of this Policy:** Bullying of any kind is unacceptable at Aulea Swim Club and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. Aulea is committed to providing a safe, caring and friendly environment for all our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member, parent or athlete/mentor. Aulea takes bullying seriously and all swimmers and parents can be assured that they will be supported when bullying is reported.

**Definition of Bullying:** Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. The USA Swimming Code of Conduct defines bullying as the severe or repeated use by one or more USA Swimming members of oral, written, electronic, image, sound, data, or a

physical act or gesture directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (including practices and meets).

**Reporting Procedure:** An athlete who feels that he or she has been bullied is asked to do one or more of the following things: talk to your parents; talk to an Aulea coach, board member or other designated individual; write a letter or email to a coach, board member, or other designated individual; and/or make a report to the USA Swimming Safe Sport staff. There is no time limit for initiating a complaint, however, it would be ideal to report any complaints as soon as possible to ensure memories are fresh and the bullying behavior can be quickly stopped.

### **How Aulea Handles Bullying**

#### STOP BULLYING ON THE SPOT

If bullying occurs during team-related activities, Aulea will stop bullying by using these steps: 1.) Intervene immediately. 2) Separate the kids involved. 3) Make sure everyone is safe. 4) Meet any immediate medical or mental health needs. 5) Stay calm and reassure the kids involved and any bystanders. 6) Model respectful behavior when intervening.

If bullying is occurring or has been reported, Aulea coaches, board members or other designated adults will use the following approach:

#### FIND OUT WHAT HAPPENED

1. **Get the facts.** Keep all the involved children separate. Collect all available information. Get the story from several sources (both adults and kids). Listen without blaming. Don't call the act "bullying" while trying to understand what happened.
2. **Determine if it's bullying.** It's important to determine whether the situation is bullying or something else. Aulea will review the USA Swimming definition of bullying and consider the following questions:
  - What is the history between the kids involved?
  - Have there been past conflicts?
  - Is there a power imbalance? (If the targeted child feels there is a power imbalance, there probably is; a power imbalance is not limited to physical strength.)
  - Has this happened before?
  - Is the child worried it will happen again?

Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior. Once Aulea has determined if the situation is bullying, the club support all the kids involved.



## SUPPORT THE KIDS INVOLVED

### **3. Support the kids who are being bullied.**

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, teammates and coaches may all have valuable input. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out (e.g., coaches can rearrange all lane lines rather than just moving the bullied child).
- c. Develop a game plan. Maintain open communication with parents and athletes. Discuss the steps that will be taken and how bullying will be addressed going forward.
- d. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

### **4. Address Bullying Behavior**

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. Sometimes children bully to fit in or just to make fun of someone is a different from them. Other times kids act out because something else (e.g., issues at home, abuse, stress) is occurring. They also may have been bullied. These kids may need additional support.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can: write a letter apologizing to the athlete who was bullied; do a good deed for the person who was bullied or for Aulea; and or/ clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences (Zero tolerance; "three strikes, you're out" strategies; suspension or removal from the team are strategies that do NOT work because swimmers may be less likely to report and address bullying. Conflict resolution and peer mediation also do not work for bullying.)
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

**5. Support bystanders who witness bullying.** Every day, kids witness bullying. Here are ways they can help: Be a friend to the person being bullied. Tell a trusted adult such as your parent or a coach. Help the kid being bullied get away from the situation. Create a distraction or focus the attention on something else. Don't give the bully an audience – bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

# **Aulea's Policy Concerning Reporting of Misconduct**

## **ATHLETE PROTECTION POLICY**

The Athlete Protection Policy applies to all Aulea coaches, swimmers and volunteers. Aulea is dedicated to providing a safe and positive environment for our swimmers' physical, social and emotional development, as well as providing an environment that is free of misconduct.

In the event that any Aulea coach, swimmer or volunteer observes any kind of inappropriate behavior (such as policy violations or other kinds of misconduct) or suspects physical or sexual abuse, it is the personal responsibility of that person to immediately report their observations to an Aulea coach, board member and/or USA Swimming representative.

All Aulea coaches, swimmers and volunteers will refrain from any form of misconduct, which includes bullying, hazing, harassment, emotional, sexual and physical misconduct. Examples of misconduct can include, but are not limited to:

- Verbal behavior patterns that attack an athlete personally.
- Excessive or repeated yelling at a specific person that does not serve a motivational purpose or provides no productive training.
- Behavior or conduct that threatens to or physically causes harm to a swimmer.
- Behaviors that include teasing, ridiculing, spreading rumors, making false statements, or using social media as a means to harass, frighten or humiliate.
- Any act or conduct that is described as physical abuse or misconduct under state and federal law.

It is a direct violation of the Athlete Protection Policy if an Aulea coach, swimmer or volunteer knows about any misconduct taking place, but takes no action to intervene. Our policy is designed to reduce child sexual abuse and other types of misconduct, but it can still occur. If any Aulea coach, swimmer or volunteer sees it or suspects it of happening they need to follow the reporting procedures below.

## **REPORTING PROCEDURE**

Aulea encourages swimmers, parents, coaches and volunteers to report any violations or allegations of child physical or sexual abuse to the appropriate law enforcement agency, any member of the Aulea board and/or directly to USA Swimming.

### **Reporting to Aulea**

Aulea coaches, swimmers or volunteers can report to any administrator with whom they feel comfortable sharing their concerns. For these purposes, administrators include any Aulea coach, board member, parent lifeguard, chaperone or other trusted Aulea parent. Those administrators should immediately pass on complaints to a board member.

Aulea will accept a report in a way that is comfortable for the person making the report (either verbally or in written form). The person making the report can choose to remain

anonymous if he/she chooses. No matter how the report is reported, individuals are asked to provide at a minimum:

- Type of misconduct
- Specific dates and locations (if possible)
- Name of the person to have allegedly committed the misconduct.

Out of respect for the importance of this issue and to encourage honest and effective reporting, knowingly false or vindictive reporting will not be tolerated.

### **Reporting to USA Swimming Safe Sport Program**

Reports of Code of Conduct Violations will also need to be made with a staff member of the USA Swimming Safe Sport Program either by phone, email, letter or an online report. <http://usaswimming.org/DesktopDefault.aspx?TabId=2740&Alias=Rainbow&Lang=en>  
Child abuse and child sexual abuse is a crime. If USA Swimming receives a complaint of sexual misconduct involving a minor, it will report it to the proper authorities.

Director of Safe Sport - Susan Woessner  
[swoessner@usaswimming.org](mailto:swoessner@usaswimming.org) or 719-866-3589

Safe Sport Program Coordinator - Liz Hoendervoogt  
[lhoendervoogt@usaswimming.org](mailto:lhoendervoogt@usaswimming.org) or 719-866-3542

You can also google “USA Swimming Safe Sport” and find more information.

### **RESPONSE TO ABUSE, MISCONDUCT AND POLICY VIOLATIONS**

Aulea coaches and volunteers must immediately report:

1. Violations of the Aulea Swim Club Handbook
2. Misconduct defined in the Aulea Athlete Protection Policy, and
3. Allegations or suspicions of physical or sexual misconduct.

Coaches and volunteers needs to report their observations to a member of the Aulea board and/or their immediate supervisor. **Allegations of abuse will be reported to the appropriate law enforcement authorities. Aulea does not evaluate or investigate the credibility or validity of child physical or sexual abuse allegations as a condition of reporting to the appropriate law enforcement authorities. Incidents will also be reported to USA Swimming who will help facilitate any follow-up.**

# Organization and Team Structure

## Organization

Aulea Swim Club is a long-standing member of USA Swimming. All Aulea activities run in accordance with USA Swimming rules and regulations that allow for training and competition at all levels through both the age group program and the senior program. The USA Swimming age group swimming program is America's largest program of guided fitness activity for children.

USA Swimming is the National Governing Body for amateur competitive swimming in the United States. At its headquarters office, located at the Olympic Training Center in Colorado Springs, USA Swimming staff interact with 59 Local Swimming Committees (LSCs), athletes, coaches and volunteers at all levels to provide a variety of services to 400,00 members and 2,800 swim clubs.

Aulea Swim Club is a non-profit organization, chartered by the State of Hawaii and recognized as a tax-exempt (501C-3) non-profit foundation by the Internal Revenue Service. Money, goods and services donated to Aulea are tax deductible. All operating expenses are financed through monthly membership fees and specially designated fund-raising events. Swimmer's expenses for swimming in meets are funded separately and are detailed in a later section.

## Board of Directors

The Aulea Board of Directors is composed of seven members: six elected officers plus the Head Coach. The elected positions include the President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary and Treasurer. The Board's responsibility is to oversee the internal operation of the Club and to hire the Head Coach.

The Head Coach conducts practices, selects and monitors assistant coaches, provides guidance and counseling to swimmers, and is responsible for activities directly connected to competitive swimming.

## Coaches Responsibilities

The coaches' job is to supervise the entire competitive swim program. The Aulea Swim Club coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself -- "to be the best you can be."

1. The coaches are responsible for placing youngsters in practice groups based on the age and ability level of each individual. When the swimmer meets criteria for a higher group, he/she will be placed in a more challenging training group by the coach.
2. Sole responsibility for stroke instruction and the training regimen rests with the Aulea Swim Club coaching staff. Each group's practice sessions are based on sound athletic principles and geared to the specific goals of that group.

3. The coaching staff makes the final decision concerning which meets Aulea Swim Club competes in. The coaching staff also makes the final decision concerning which events a swimmer enters in these meets. (It is the parent or swimmer's responsibility to register for the meet itself.)
4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches offer constructive criticism regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their youngster's performance.)
5. The building of a relay team is the sole responsibility of the coaching staff.

The coaching staff is constantly updating and improving the Aulea Swim Club program. It is the swimmer's and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

## Parent Volunteers

In many cases, the kids who stay involved in swimming from a young age through high school are those whose parents have made a commitment to the sport and to Aulea to volunteer in some capacity. That's a great reason to get involved, but the other reason is that Aulea needs parent volunteers in order for us to be a competitive, organized and fun club. Like any youth program, our Club is only as strong as the parents group that supports it.

Aulea is primarily a volunteer-run organization. Aulea pays its coaches and a club administrator (who handles registration and other admin functions). All other areas of the club are coordinated and run by volunteers. Aulea requires all families to volunteer **at least 25 hours** per year. Aulea will track volunteer hours for each family and may publicize cumulative lists to the club. The areas in which you can volunteer include:

1. Serve on a standing committee (see below).
2. Volunteer in some capacity at all home/hosted meets (whether your child is participating or not). Aulea is required to host 2-3 meets per year. When we host meets (typically at Kailua District Park, but also at VMAC), we need dozens of volunteers to set up and tear down, provide hospitality, sell concessions, handle awards, serve as marshals and lifeguards, and miscellaneous other functions.
3. Volunteer at swim meet in which your children participates. Aulea brings tents to provide shade for swimmers, so parents need to bring, set up and return to our equipment room. We are also required to provide a certain number of timers (depending on the number of Aulea swimmers entered in the meet). Please volunteer in some capacity at these meets. If you have young swimmers, you can usually ask another parent to look out for your kids to make sure they make their event.

## Standing Committees

Aulea seeks to have standing committees that function to provide for the normal operation of the Club. Aulea Standing committees are:

**Meet Administrators** – Parent volunteers who take on swim meet responsibilities including Meet Director, Assistant Meet Director and Clerk of Course. Responsible for working with the Head Coach and LSC to plan and organize the 2-3 home/hosted meets and coordinate parent volunteers from the entire club.

**Meet Officials** – Assume USA Swimming designated roles within the Hawaii Local Swim Club (Hawaii LSC) to officiate at swim meets. Roles are either “wet side” (e.g., referee, starter, line judges) or “dry side” (various computer roles). Aulea is required to have 1 official for every 20 swimmers, so our club needs 8+ officials. Aulea will ensure you get trained and will pay any associated costs. This is a very important role!

**Hospitality** – Coordinates quarterly potlucks, home meet hospitality function and other occasional special events.

**Equipment & Sportswear** – Acts as liaison between the Head Coach with regard to equipment needs. Maintains team supply of caps, t-shirts and other Aulea spirit-wear.

**Facilities** – Prepares and maintains the facilities for meets and practices including helping to set up and maintain diving blocks and maintaining and monitoring tents for use at meets and other events. Helps keep the equipment room organized.

**Incentive Awards** - Responsible for maintaining current updated records of swimmers' times in order to distribute appropriate achievement incentives. Orders and maintains inventory of certificates, t-shirts, bags, towels, etc.

**Volunteer Coordination** – Recruits, tracks and coordinates volunteers participating in various committees, home meets and all other meets.

**Banquet** – Plans the annual spring/summer banquet including coordination with MidPac theme, decorations, awards, program, RSVPs and menu.

**Group Special Events** – Parent from each group works with group coach to plan 3-4 annual events for that group (beach time, potluck, movie night, bowling, hike, etc). Coordinates and promotes events and tracks RSVPs. May also coordinate Birthday and Christmas celebrations for group coach.

**Fundraising & Scholarships** – Plans annual Swim-a-thon to raise additional money for the club. Works with the Treasurer and USA Swimming to coordinate Aulea scholarship program.

**Lifeguards** – Parents who volunteer to lifeguard at practices and meets to provide an additional level of safety to our swimmers.

**Hot Chocolate & Polar Bear Club** – Provides hot chocolate to swimmers during winter months and coordinates the Polar Bear Club incentive program.

**Photography, Bulletin Board & Web Site** – Takes photos at meets and other events and posts them to Aulea’s web site. Keeps bulletin board fresh with photos and other fun/helpful information for Aulea swimmers and park attendees. Periodically reviews website and provides suggestions for improvement. May also coordinate annual picture taking (individual and group).

**Team Travel** – Coordinates team travel to outer islands and mainland including coordinating group hotel and airline rates, publicizing to the team and tracking reservations.

## **Parents’ Responsibilities**

1. **Volunteers:** As stated previously in this Handbook, Aulea needs parent volunteers in

order for us to be a competitive, organized and fun club. Aulea asks all parents to volunteer on committees, at home/hosted meets and at swim meets your child swims in. Please see the volunteer section about Aulea's expectations.

2. **Practices:** Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give them all the support you can. Parents are responsible for their swimmers once the swimmers exit the pool area. Please be prompt when picking up your swimmer after practice.
3. **Support:** Please encourage good diet and sleeping habits, provide loving support of your child with their athletic performance and let the coaches coach.
4. **Transportation:** Transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by Aulea Swim Club as a purely private agreement between the parties involved and that neither Aulea Swim Club, nor the Aulea Swim Club Board of Directors, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.

## Communication

Most information you need about the club will be contained in this Handbook and/or on Aulea's web site: [www.aulea.org](http://www.aulea.org). The web site has club news, upcoming events and other helpful content. If you login, you can also access your account balance and your child's past meet results. In addition, the Head Coach will send weekly emails about upcoming schedule and information; it is critical you read this so you know about any changes. Aulea also has a Facebook page for coaches, parents and swimmers to share photos, articles and fun news.

## Insurance

All Aulea Swim Club swimmers are required to have a current USA Swimming membership (the club administrator will ensure proper registration). This membership not only supports swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club. Each swimmer is covered at any organized practice of Aulea Swim Club and every competition that is USA Swimming sanctioned. A summary of the coverage is listed below. If you wish to see the whole insurance summary pamphlet, please contact a club board member.

USA Swimming has adopted two major insurance programs: 1. Excess Accident Medical Protection and 2. Liability & Excess Liability Insurance. These two programs are intended to provide reasonable protection for USA Swimming registered athletes and clubs.

### Excess Accident Medical Insurance

- Carrier: Mutual of Omaha Insurance Company
- Insured Persons: Registered athlete members of USA Swimming, Inc.
- When coverage is in effect: while participating in a USA Swimming supervised, sponsored, sanctioned or approved event including: competitions and meets; organized practice sessions; approved social and fund raising activities; travel to and from competitions, meets, events, organized practice sessions, approved social and fundraising activities at the direction of a coach or club board of directors; OVC events for USA Swimming Officials only.

### Liability & Excess Liability Insurance

- Carrier: Lexington Insurance Company

- Insured Persons: Clubs and seasonal clubs whose athletes or participants and coaches who are members of USA Swimming; swimming member(s) or volunteer(s) while acting at the direction of, and within the scope of their duties for a Named Insured.

## **Swim Meets**



Aulea is a competitive swim club and swimmers are expected to compete in swim meets. Participation in meets helps kids continually improve, adds to their enjoyment and contributes to a strong team. Aulea participates in most meets held on Oahu throughout the calendar year. A meet schedule listing the date, type and location of meet is available on the website prior to each season. Emails will be sent and schedule changes will be posted as the season goes on.

## **Seasons**

The swim year is divided into two seasons. The short course season (SCY) consists of meets held in 25-yard pools and runs from August through early March. The long course season (LCM) consists of meets held in 50-meter pools and runs from March through July. Each season culminates with a state championship meet for swimmers who have achieved Qualifying times.

## **Expectations**

Each swim group has different expectations for the number and type of meets they are asked to swim. Please refer to the Swim Groups section of this handbook for each group's expectation.

## **Registration**

Registering for meets is the responsibility of parents and swimmers (ideally after consultation with the swimmer's coach). You will receive one or more emails with information on the meet and how to register (you can also register from the web site once you are logged in). At the minimum, you need to say "yes" to attending the meet (for each child if you have multiple children). You can also choose specific events for which your child is qualified. If you are not sure about which events, you can consult with your child's coach or leave the specific events empty and the head coach will select specific events. Please write a note in the note section of the registration page any relevant information (e.g., if you need to leave early and cannot swim in a relay).

Coaches will select swimmers for relays. Please notify the coach if you cannot swim in a relay. Relay teams will be chosen in advance but are subject to change up until the session of that meet.

## **Cancellation**

If, after entering a meet, your child cannot participate, notify the swimmer's coach to assist in planning for meet relays. Depending on when you cancel participation, you may still be charged for the events.

## **Cost**

The entry fees for swim meets are typically \$2-3 per event (for local and national championship meets there is a \$10-\$20 athlete surcharge). Most kids swim 3-4 events per day. These fees will automatically be charged to your Aulea account.

It is a privilege to be asked to swim in relays and swimmers who are registered should make every attempt to attend the meet and participate in the relay (otherwise if may have to be cancelled and they would let down their teammates). Aulea will also charge your account for relays for which your child is entered. Occasionally a relay has to be cancelled because of circumstances beyond the control of the club (e.g., a "no show" by a swimmer). In these unfortunate cases, all the accounts will still be charged.

## **Location**

Most swim meets are held at Veterans Memorial Aquatic Center (VMAC) which is located at Central Oahu Recreation Park (CORP) in Waipahu. Aulea hosts two to three meets at our pool and other meets are occasionally held at other locations. The web site and emails will indicate the location. Address and directions to many of these pools can be found on Aulea's web site.

## **Levels of Achievement**

USA Swimming (the governing body of the sport) recognizes seven different age group classifications: 8-Under, 10-Under, 11-12, 13-14, 15-16, 17-18 and Senior. The Senior classification includes any age registered swimmer who has achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmer's age on the first day of a meet will govern the swimmer's competitive age-group classification for the entire meet.

Within each age-group there are different nationally recognized levels of achievement (or standards) based on times. All swimmers begin as "C" swimmers. As they improve, they advance to Hawaii B, Hawaii A, Hawaii AA, Hawaii Q (Qualifying), Western Zone, Junior National Sectional, Senior National, and ultimately Olympic Trials. A table of times for each age group, girls and boys, stroke and distance is available on Aulea's website.

## **Types of Meets**

Novice swimmers usually begin with "BC" meets or Classified meets. Once a swimmer makes a Hawaii "AA" or better time, they can swim in Invitational meets.

Generally, there is one meet for each competitive level every month. However, swimmers occasionally compete in more than one meet a month if their qualifying times for different strokes and events place them in more than one competitive category. For example, if a swimmer has a "B" time in the 50 fly and 50 back, but has an "A" time in the 50 free and 50 breast, then the swimmer could end up swimming in a BC meet and an Invitational Meet in the same month. It is each family's responsibility to review the meet schedule and each swim group's meet expectations. Please refer to Aulea's web site for more information on types of meets and Hawaii and national standards.

## **Meet Preparation and Arrival**

Here are guidelines for arrival at meets. For more detailed information, including a suggested list of what to bring to meets, please refer to Aulea's web site.

1. Arrive at the pool a few minutes before the scheduled warm-up time begins. This time will be sent via e-mail and also available on the website. Swimmers should locate the coach and team members upon arrival at the pool to check in. Aulea swimmers sit together as a team under the team tents – look for our tent and the Aulea banner! Please keep in mind that the tents are for swimmers.
2. Swimmers should find the Coach and check-in. When it's time for warm-up, swimmer get their cap and goggles and report to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team.
3. Parents are encouraged to buy a heat sheet (usually available for sale in the lobby or concession area for \$2 per session). For each event, heats are listed generally from slowest (heat 1) to fastest (last heat) and each specific lane assignment is noted. When the team entry is sent in, each swimmer and their previous best time in that event is listed. If the swimmer is swimming an event for the first time, they will be entered as a "no-time" or "NT." It is ideal to write your swimmer's event, event number, heat and lane on their arm.
4. After warm-up, swimmer will return to the tent. This is a good time to make sure they

go to the bathroom if necessary, get a drink, or get settled in.

## **Swimmer Participation**

1. It is important for any swimmer to know what events they are swimming. They may swim right away after warm-up or they may have to wait awhile. It is ideal for younger swimmers to have their events, heats and lanes written on their arm to give them ownership for their events.
2. Several HEATS before their event, swimmers should report to their coach for last-minute instruction and encouragement.
3. A swimmer's event number will be called, usually over the loudspeaker, and they will be asked to report to the starting area." Swimmers should report with their cap and goggles. (Many newer swimmers like to get to the back of the starting area several heats before their heat so they are already there when their heat is called.) Generally, girls' events are odd-numbered and boys' events are even-numbered. Example: "First Call, Event #26, 10-Under Boys, 50 freestyle, Heat 1 of 4."
4. The swimmer reports to his/her LANE and HEAD LANE TIMER. Each event has up to about 8 heats.
5. The swimmer swims his/her race. After each swim, swimmers should ask the timers for his/her time. This is an unofficial time.
6. Swimmers should immediately report this time to his/her coach who will discuss the swim with them. Generally, the coach follows these guidelines when discussing swims: a) Positive comments or praise, b) Suggestions for improvement and c) Positive comments.
7. Coaches will often specify a warm down routine if there is a warm down pool available. Swimmers should do that immediately after talking to their coach.
8. The swimmer now waits until his/her next event is called and starts the process again. In the meantime, swimmers should use the bathroom, get a drink and eat something light.
9. When swimmers have completed all their events, they can go home. However, swimmers should first check with their coach to make sure they are not in a relay (sometimes there are last-minute changes). Relays play a very important role in building team spirit and unity and are also the most exciting part of a meet.

## **Parent Participation**

1. According to USA Swimming rules, parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to Aulea's coaching staff. They will make a decision whether to pursue the matter through the proper channels.
2. Volunteers: Each team is required to supply timers. Please schedule to volunteer ahead of time or if needed, volunteer that session. Someone will train you. It's easy, shady and you get fed! Aulea may also be asked to supply meet marshals; again, please volunteer! If you volunteer for either of these roles, you should plan to stay until the end of the meet (even if your child is done swimming). If you cannot stay, it is your responsibility to find someone to take your place.
3. The Aulea tents are for swimmers and coaches. If there is room, it's possible for parents to sit under the tent.
4. As a parent, you play an important role supporting your child at meets. After your child's events, Aulea suggests the following:
  - a) Tell your child how great they did! The coaching staff will be sure to discuss stroke technique with them. You need to tell him/her how proud you are.
  - b) If your child has a poor race and feels badly, talk about the good things. You could

say something like: "Hey, that's not like you. You're usually a top swimmer" and then go on and talk about the good things the child did. Never talk about the negative things.

- c) If your child says to you: "That was a bad race, do not tell me it wasn't," there is nothing wrong with a swimmer negatively evaluating a race. The important thing is for the child not to dwell on it. You should move the swimmer on to something good. "All right, you have had a bad race. How do you think you can do better next time?" Immediately start talking about the positive things.

## Results

Meet results are updated within a few days of the meet. To view results for your child or the team, log into Aulea's web site and go to My Account/My Results.

## Incentives and Potlucks

Aulea Award Potlucks are held quarterly to honor our swimmers achievements and provide an opportunity for swimmers and parents to socialize outside the pool. Aulea rewards swimmers for achieving Hawaiian Swimming time standards: HI-B, HI-A, HI-AA, HI-Qual time, Zone and Sectional Times. Aulea provides incentive awards to 1) reward the swimmer for their accomplishments, 2) encourage them to strive for faster times and 3) acknowledge them in front of their peers.

Please note that these awards are reviewed by volunteers and are not without error. Emails are typically sent prior to each potluck for your review; parents should review and confirm the information. Please pay special attention if your child has recently had a birthday and "aged-up."

Here are Aulea's Incentive awards:

HI-B Time (50 Y/M or longer)	- Team Ribbon for <b>First B</b> time in <u>each</u> stroke of 50 Y/M or longer.
HI-A Time (50 Y/M or longer)	- Team Bag for <b>First A</b> time of 50 Y/M or longer. - Pin for <b>First A</b> time in <u>each</u> stroke of 50 Y/M or longer.
HI-AA Time	- Long-sleeve Dri-Fit Aulea t-shirt for <b>First AA</b> Time (Note there are no HI-AA times for 8U; awards are given based on the 10U times)
HI-Qual Time	- Team Towel for <b>First</b> Qual Time.
Zone Time	- Team Backpack for <b>First</b> Zone Time.
Sectional Time	- Team Warm up jacket for <b>First</b> Sectional Time swimmer attends.

## Ribbons

Ribbons are given to Aulea coaches at the end of the meet – or often at the following meet. Ribbons will be distributed by coaches to the swimmers – or put into folders in one of two bins kept in the equipment room. You can always ask a coach or parent lifeguard to check in the equipment room. Please refer to Aulea's web site for more information about ribbons.

# Fee Schedule and Billing Procedures

## Background

Income from dues covers basic club operating expenses including coaches' salaries, admin salary, equipment, coaches' travel and education, incentive programs and other expenses necessary to sustain a comprehensive swimming program.

## Payment Method

Each Aulea family is required to register and pay either by automated credit card charge or ACH (automated checking account withdrawal). Aulea will no longer charge for ACH or credit card handling fees. At any time, you can log into your account and change your payment method (change from ACH to credit card or change credit cards). Also, please remember to update your account information if your credit card expires.

Aulea does not accept cash or checks for any purchases. If you purchase merchandise (a t-shirt or cap); your child participate in a group or club activity with a fee associated; your child takes a private lesson with a coach; or you incur any other expenses, they will all be charged to your account. You will pay for it during the following monthly billing cycle.

## Monthly Dues

Effective 9/1/17, dues will be set as the following for different swim groups to reflect the amount of training time our swimmers are offered. The monthly dues structure is as follows:

Group	Monthly Rate
Bronze/Silver	\$75
Platinum/Gold	\$80
Junior II	\$85
Junior I	\$95
Senior	\$95
Senior Elite	\$110

All siblings will be discounted 20% off of the price of the original member. The 20% discount will be applied to the lowest priced sibling(s).

## Meet Entry Fees

Entry fees are paid directly by Aulea to the host club based on the number of events the swimmer has entered. Aulea will bill each account for meet entry fees (individual events and relays) in the month following the meet. The entry fees for swim meets are typically \$2 per event (a bit higher for state meets and Junior Age Group meets). Aulea will charge your account for relays for which your child is entered (even if the relay does not occur). You will not be refunded for scratches that happen after the entry deadline has passed.

## USA Swimming Dues/Transfer

All Aulea Swim Club members must be members of USA Swimming. The current fee schedule, posted at the website, includes liability insurance for the swimmer and the

bi-monthly magazine, *Splash*, published by USA Swimming. You will pay the annual renewal for the following year when you re-register your child(ren) for Aulea each September during the registration period.

The LSC (Hawaiian unit of USA Swimming) charges a transfer fee of \$5-10 USA Swimming transfers. The appropriate amount will be charged to your account and Aulea will take care of processing the transfer and paying Hawaiian Swimming. Please note that all NEW members of USA Swimming will need to provide a copy of his/her birth certificate or passport to the club's Administrator for registration.

## **Annual Registration**

Aulea requires each family to register their child(ren) for Aulea Swim Club for the next season. This will occur during the month of August. If you do not register by the stated deadline (communicated multiple times via email), your child's spot on the team may not be available.

## **Billing Procedures**

Monthly invoices are posted to each family's account at the website on the first day of each month. An email reminder notice will be sent to each family indicating that the invoice is ready.

With the requirement of all accounts to use credit card or ACH, delinquent accounts have been greatly reduced. However, in the case that they do occur, it may result in the transfer of all swimmers of the delinquent family from an active status to an involuntary inactive status. All swimmers transferred to an involuntary inactive status will remain inactive until all dues, fees, and charges are paid in full. Swimmers in an inactive status are not allowed to participate in team practice sessions or swim meets. Coaches will be provided a list of inactive swimmers and will ensure swimmers on the list are not allowed to practice until notified by the Treasurer that the swimmer's overdue balance is paid in full. The Club is aware that there are times when problems arise and payments cannot be made on time. If you have problems making payments on time, please contact the Treasurer immediately to make appropriate arrangements.

## **Non-Proration of Dues**

If a swimmer participates in team practice sessions or swim meets at any time during the month, full dues for that month are charged to the swimmer. Monthly dues are prorated only for the first month of membership for new swimmers.

## **Membership Status**

Aulea no longer has a "short-term inactive" status. Aulea's membership fluctuates and is often full (180 members), so the club can no longer reserve spots for people who aren't paying full dues. Swimmers will fall into one of these three categories.

- **Active Members:** Swimmers who attend practice on a regular basis, and are current with their dues and other expenses, are classified as active members. Active members are expected to pay monthly dues via credit card or ACH (see dues structure).
- **Long-term Inactive/Medical Leave Status:** If a swimmer is legitimately injured or ill, he/she will be put on long-term inactive status and no dues or fees are assessed during those months. Please contact the Head Coach or Club Administrator prior to the first of the month to be considered for this type of inactive status. If a swimmer

lives off island for most of the year and returns to Hawaii for a few months of the year, Aulea will consider putting this swimmer on long-term inactive status. Decisions on this issue will be made by the Head Coach.

- **Cancelled Member:** If a swimmer leaves Aulea, his/her membership will be cancelled. If one or more swimmers in the family are still active members, the account for that family will remain open. If all swimmers in the family are cancelled, the account will also be cancelled.

## **Rules for Cancellation of Membership and Rejoining**

Notify the Head Coach or Club Administrator via email BEFORE the end of the month for the following month in which the cancellation is to become effective. The deadline for emailing the Head Coach or Club Administrator is 5 pm on the last day of the month. Once the billing cycle occurs (later that evening on the last day of the month), you will have paid for the next month and will not be refunded.

Notification to assistant coaches or verbal notification to anyone does not count. However, as a courtesy, parent and/or swimmer should notify his or her coach and/or the Head Coach of your decision to leave. The coaches care about their swimmers and like to hear from them about their decision. This is a courtesy – the official notification of membership cancellation must be done via email to the Head Coach or Club Administrator as noted above.

If your child opts to return, he/she will need to tryout again to be accepted on the team (depending on openings, it may take a month or two). If your child rejoins within a year, you will be charged a \$50 rejoining fee. This is intended to discourage short-term withdrawal. Aulea wants to encourage swimmers to be dedicated. Short-term membership and withdrawal is bad for Aulea's program because it distracts coaches away from swimmers who are committed to the sport and striving to be competitive.

If your child rejoins after a year, he/she is not subject to the \$50 rejoining fee. This provision is to accommodate legitimate re-entry to competitive swimming, as well as family moves out and back to the community.

If your child would like to rejoin – whether it's within a year or after a year, please contact the Head Coach or Club Administrator to schedule a tryout (held monthly).

## **Billing Issues**

Aulea has a Board Member who serves as Treasurer in a volunteer capacity. In addition, Aulea has a Club Administrator who can handle billing issues. If you need to be reimbursed for a club expense (something that has been pre-approved), send or give receipts to the Club Administrator and your account will be credited. If you have any questions about billing, the first person to ask is the Club Administrator (he/she will work with the Head Coach and/or Treasurer to get it resolved). You can also contact the Treasurer directly for any issue.