



**GREATER PHILADELPHIA
AQUATIC CLUB
TEAM HANDBOOK
2015~2016**

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About the Greater Philadelphia Aquatic Club

The Greater Philadelphia Aquatic Club (GPAC) is a year round competitive swimming team governed by the rules of USA Swimming and Middle Atlantic Swimming. The club was founded in 2008 after its predecessor, GCIT Swimming, ceased operation. GPAC is a privately owned program and still recognizes the accomplishments and records of the swimmers who were members of GCIT Swimming from 1994-2008. GPAC is completely governed and directed by the coaching staff. We draw upon many years of competitive swimming and coaching experiences. Our coaching staff is committed to continual education so that we can learn how to better prepare our swimmers for excellence at the highest level.

GPAC Swimming Goals

- To develop a swimming program Nationally recognized for its commitment to excellence and performance at an Elite Level
- To develop and track swimmers from their beginnings in the sport through high school and on to college. The program is nationally recognized as one that develops great college swimmers who continually improve through their college years.
- To develop and maintain a culture of excellence in which swimmers, coaches, and parents are all striving for achievement at the highest level as a team and individually

Vision

Our vision is to create one of the top USA Swimming clubs in the nation while providing every child with the tools to become excellent citizens and swimmers.

Mission

Our mission is to teach swimmers of all ages and abilities the core values we feel necessary to achieve at the highest level, both as a team and individually.

Our program is committed to:

- Advancing the sport of swimming beyond the borders of our team and our pool
- Recruiting highly motivated coaches and volunteers who share our vision
- Providing swimmers with the highest quality coaching possible
- Providing for the highest possible teaching and learning environment

- Recognize each individual (swimmer, coach, parent, volunteer) and the role they play in the success of our organization
- Teaching the athletes, parents, and volunteers ideals and values that can be used outside of the pool in everyday life
- Encouraging and providing the best possible environment for swimmers to strive for ultimate excellence

Core Values

- A Commitment to Excellence - Individual and Team excellence is important. We encourage the setting of very high goals (short term and long term).
- Hard Work - With the setting of high goals has to come the knowledge of the work needed to reach those levels. We use a simple equation to show this:
Practice Attendance + Effort in Practice + Commitment to Excellence = Performance
- Educationally Based and Ethical Program
- Community Service
- Everlasting – Our goal is to keep the program around long after the youngest swimmer on this team graduates from high school.
- The Olympic Ideal: one does not have to be an Olympian to show the qualities of an Olympian: “citius, altius, fortius” which translates to “faster, higher, stronger”.
- Above All: The Team and The Program; no individual will ever be put ahead of the best interest of the program or the team as a whole.

PRACTICE GROUP DESCRIPTIONS AND COSTS

The GPAC practice groups are currently separated based on ability. There are also some age restrictions on groups. This is done to help keep groups at a workable number as well as to help swimmers stay on an even progression through our program.

Greater Philadelphia Aquatic Club Fall/Winter/Spring Training Groups

September 14, 2015 – May 22, 2016 (Mini, Bronze, Silver, Gold 1, Gold 2, Senior 1)

September 14, 2015 – August 14, 2016 (Jr. Elite)

September 8, 2015 – August 14, 2016 (Elite)

Practice times are also available on the GPAC website.

Intro to GPAC- \$73/month, *\$36.50/month from Nov 15-March 30

For swimmers transitioning from swim lessons to swim team. This group will focus on improving their technique while increasing their endurance to the level of that of the Mini group. Two coaches will be working with the swimmers, 1 in the water and one out of the water. This group only requires a month to month commitment. Cancellation must occur 14 days prior to the end of the month.

Technique & Fitness - \$84/month

For swimmers ages 9-12 years old. This group is for swimmers who have other commitments or are just looking to train 1-2 days per week. There is no competition requirement associated with this group. This is the only group on our team which allows for a month-to-month commitment (cancellation must occur 14 days prior to the end of the month). The focus of this group will be to refine stroke technique while continuing with general fitness. If swimmers would like to participate in meets there is an additional fee of \$60 for the USA Swimming Registration.

Minis - \$775 (8 & Under)

This group is for swimmers transitioning from swim lessons to swim team, and swimmers with no previous competitive experience. Proper technique in all four competitive strokes is emphasized throughout the season with the overall goal of mastering all four strokes by the end of the year. Swimmers must, in order to be considered for the Mini group, demonstrate consistent ability to complete the following:

- 1) Swim a length of the pool freestyle with proper side breathing without stopping
- 2) Swim a length of the pool backstroke without stopping
- 3) Proper butterfly kick with feet together for 15 yards (with or without a kickboard)
- 4) Proper butterfly kick for 15 yards with arms at side using the body dolphin motion
- 5) Butterfly swim for 15 yards

- 6) Breaststroke kick for 15 yards with a kickboard
- 7) Breaststroke swim for 15 yards with proper timing

Bronze - \$1010 (10 & Under)

This group is for the developing swimmers with a little competitive experience who can swim all four competitive strokes and are ready for regular competitions, about once per month. Training will still consist of technique and conditioning in all four strokes on a regular basis.

Silver - \$1145 (ages 8-12)

The group for the developing swimmers who are not quite ready for the level of training in the Gold groups. Swimmers will continue to work on technique in all four strokes and will begin to train for longer events on a regular basis. Thus, a higher level of training and conditioning is introduced to this group, as well as dryland work 2-3 times per week. Meets are required; swimmers will compete about once per month.

Eight year olds are admitted into the Silver group provided they meet the following criteria:

- 1) Show proof of having swum every stroke in a USA Swimming meet in a distance of at least 50 meters as well as the 100 freestyle, the 100 IM and either the 200 free or 200 IM (swimming both 200s is preferable)
- 2) Swimmers must have at least 5 "BB" times in the 10 & under age group
- 3) When training with the Silver group swimmers must do the following on a consistent basis at the sole discretion of the coaching staff:
 - A) Prove the ability to keep up with the rest of the group (without needing extra rest or separate intervals created)
 - B) Prove the ability to swim with proper stroke technique
 - C) Prove the ability to make necessary stroke modifications when indicated by the coaches

Gold 1 \$1310 - (ages 9-14)

Our first Gold Level group for swimmers ages 9 and older introduces training for longer events (200 and above) on a regular basis as well as key elements such as pacing, mental preparation, and goal setting. Regular emphasis is on training for all four strokes, turns and conditioning for competition. Dryland is conducted 3 times per week.

Gold 2 - \$1310 (ages 11-14)

This is our top junior group for advanced age groupers. Swimmers should be attending 5 out of the 6 practices each week to get the maximum value from this group. Emphasis is on short and long term goal setting, elevated conditioning, and training for peak performance at competition. Shave and taper meets are required with this group (two per season). Dryland is conducted 3 times per week.

Senior 1 - \$1570 (Grades 9-12)

This group is for high school swimmers only who are not ready for the training levels or commitment of the Junior Elite or Elite groups but are serious about conditioning and continual improvement. 8th grade swimmers go into either one of the Gold groups or Junior Elite (attendance, ability, and commitment requirements must be met for Junior Elite). Technique and training are highly emphasized in this group. Swim meet attendance is highly recommended and the coaching staff will strive to help the swimmers become diverse beyond their primary events.

Junior Elite - \$1950 (Grades 7-9)

This annual practice group is primarily for swimmers in 8th and 9th grade who have been identified by the coaching staff as potential National level swimmers. They have made swimming their sport of choice and will adhere to the group requirements throughout the year. Swimmers are expected to maintain at least 80% practice attendance in the fall, winter, and spring, and attend 7-8 practices per week in the summer. Morning practices during the school year may be added when the coaching staff feels the swimmers are ready.

Elite - \$2050 (Grades 8-12)

Our top level training group is for swimmers who can make the established practice intervals but, more importantly, have shown the dedication and commitment (in and out of the pool) to be considered "Elite". Swimmers in this group have their sights set on training for the Junior and Senior National levels. Swimmers in this group must show a regular commitment to excellence, both personal and for the team. Morning practices are required at this level (1-2 per week for 9th & 10th graders, 2-3 per week for 11th & 12th graders). Swimmers must adhere to the established attendance requirement for the entire annual season.

Swimmers interested in joining this group must first have a meeting with Head Coach Matthew Sprang.

Separate fees and registration for the summer session (beginning the Tuesday after Memorial Day and concluding in the beginning of August) are established for Mini, Bronze, Silver, Gold, and Senior 1. Information and registration for these groups will be available in April of each year.

GPAC Masters Swimming - \$55 per month (2 practices per week) or \$80 per month (3 practices per week)

This group provides coached practices for adult swimmers of all levels. From the beginner to the experienced swimmer, there is a place for you on our team. Challenging and focused workouts will improve your technique as well as your fitness. Achieving

individual goals through the support and structure of the team is our goal. Practices are MWF from 5:30-7:00 am. There is no long term commitment; payments are all month to month. All participants also must obtain a membership with USA Masters Swimming (listing GPAC Masters Swimming as their club) for insurance purposes.

PRACTICE SCHEDULE

Please be aware that our practice schedule, while as set as it can be, can change at any time due to inclement weather, pool rentals (for swim meets or other activities), school activities, school closings, pool mechanical issues, or other unforeseen happenings which causes the school to close the pool.

Our schedule is divided into three phases, plus two other schedules for the summer months. To view our regular practice schedule times, please go to the website and view "Practice Times" under the "Practice Groups" menu.

GPAC Financial Information

Fees paid for participation with the Greater Philadelphia Aquatic Club Swim Team are broken down into the following categories:

- 1) **Training Fees** - The cost of each practice group. These fees can be paid in one lump sum by October 15th or in equal monthly installments from October through May. There is a \$10 per month, per account charge to go on the monthly payment plan.
- 2) **Administrative Fee** - \$200 per family account billed as \$50 in October, \$100 in November and \$50 in December. Upon completion of your family's meet work requirement, \$150 will be returned in the form of a credit on your team account.
- 3) **Meet Entry Fees** - You are charged per event for each meet that you enter. These fees are non-refundable once you have completed the meet registration process (even if the swimmer does not participate in the meet). Entry fees range from \$5 - \$10 depending on the type of meet we attend. Some meets also have an "entry surcharge" that has to be paid as well. GPAC swimmers and families are never charged for relay entries.
- 4) **USA Swimming Registration Fee:** \$66 per swimmer charged at the time of registration. This is non-refundable.

Multi-Swimmer Discount: The first swimmer on each account is full price. The second swimmer is discounted 10%, the third swimmer 20% the fourth swimmer 30%, and the fifth swimmer 40%. The swimmers are automatically assigned their position based on the highest group level first and down from there.

Your Online Account: You can always access your account by logging into the GPAC website and selecting "My Account" on the left side of the main page.

Charges and Payments for your Account: Monthly dues and administrative fees are billed to your account on the 1st of the month. Fees for swim meets are added to your account as they occur. Invoices are generated automatically on the 1st of the month. Credit card payments are automatically run on the 1st of each month. Any invoice not paid in full by the 28th of the month will result in a \$15 late fee assessed to your account.

Grace Period and Withdrawing from the Program: Each swimmer gets a 2 week grace period from the start of the season OR the first day they join the team for those who join the program after the first day of practice. You can withdraw from the program at any time during these two weeks by providing notice of withdraw IN WRITING VIA EMAIL to admingpac@gmail.com. After the two week grace period is up all fees for the entire season will be DUE IN FULL regardless of how many practices your swimmer attends. Because of the size of our team, the fact that practice groups are filled, and other patrons turned away, there are no discounts for missing time due to injury, vacation, other sports, or a lack of continued interest in the program. If your swimmer

withdraws from the program before the grace period runs out the \$100 team deposit is non-refundable.

Once the grace period has ended, you are responsible for all training fees for the full season. If, for any reason, you must pull your swimmer from the team you will be responsible for the remainder of the training fees for the year OR a \$150 separation fee, whichever is lower.

Automatic Payment: All accounts must provide a credit card through our secure website for automatic payment of your invoices (charges are run on the first of each month). Any account that is not set up for automatic billing and misses 1 payment will have all swimmers associated with the account held out of all team activities (including practices and meets) until the account is set up for automatic payment.

The Training Season: The Mini, Bronze, Silver, Gold 1, Gold 2, and Senior 1 groups have seasons which run from September until Memorial Day Weekend. Your training fees cover this entire time and you DO NOT have to sign up separately for the spring. There is a completely separate registration and fee for these groups during our summer training session (which runs the Tuesday after Memorial Day through the beginning of August). Information on this session is available each April. The Jr. Elite and Elite groups run annually. Payment of training fees for these groups covers the entire year to include the spring and summer.

Team Communication

Most communication should take place between parents and the coaches of your swimmers' practice group. Questions about training, missing practices, and swimmer performance can only be addressed by the coaches who are working with your swimmers on a daily basis. The preferred method of communication with coaches is via email. If you seek a face-to-face discussion with the coach(es) you should set up a meeting. Coaches should never be approached on the pool deck for any reason at all! If there is an emergency situation the coaches will notify you immediately.

If you have questions about...

- Practices, swimmer performance, swimmer progression, group requirements, practice equipment, anything regarding the daily training (to include attendance, behavior, progress, etc.) of your swimmer contact THE GROUP HEAD AND ASSISTANT COACHES.
- Billing, fees, scheduling (practice or meets), schedule changes, GPAC hosted meets, overall questions/concerns about the program and all employees contact Matthew Sprang (admingpac@gmail.com).
- All meet entries contact Matt Bradley (matt.j.bradley@yahoo.com)
- Team records and motivational bag tag program contact Matthew Sprang (admingpac@gmail.com).
- The GPAC Swim School for group or private swimming lessons contact Matt Fralinger (gpaclessons@gmail.com).
- Volunteering at GPAC hosted swim meets, team booster club support, the team banquet, team clothing orders contact your group parent.

EMERGENCY CANCELATIONS OR CHANGES

We will make every effort to notify you of changes or cancelations to any and all team activities. Our protocol for notifying you will be as follows:

- 1) Post an announcement on our Twitter account (@GPACSwimming). Please see the appendix of this manual for information on registering for Twitter, how to follow GPAC Swimming on Twitter, and how to get updates from us sent directly to your cell phone or other mobile device (standard text messaging rates apply). THIS IS BY FAR THE BEST AND QUICKEST WAY TO GET UP TO THE SECOND INFORMATION ON THE TEAM AND HIGHLY RECOMMENDED DURING THE WINTER MONTHS AT THE LEAST!!
- 2) Send an email to all active accounts.
- 3) Post an item in the "news" section of the website.
- 4) Post a note on the Greater Philadelphia Aquatic Club Facebook page.

We do not utilize a phone chain because for a group with over 200 families involved it just does not work.

Please note that we will give you information on emergency closings as soon as it is given to us. Sometimes the school will make a decision on closing the building due to inclement weather (or the threat of inclement weather) very close to our practice start times. This is all in the interest of safety and due to the timing of the event causing the cancel school activities. We will do our absolute best to let you know what is going on as quickly as possible. Most often, we are at the whim of the school and can only present information when it has been given to us.

Observing Practices

While we understand a parent's desire to see their child learn to swim, it is not encouraged that you remain at the pool during practices to observe each time your swimmer is in attendance. **Think about this: you do not sit in their classroom and observe them learning in that environment, it should be the same in this environment.** For GPAC Swim School students parents must sit in the bleachers and cannot approach the side of the pool during the lesson. For Minis, Bronze, and Silver parents may sit in the upstairs balcony seating area to watch practices as they like (keeping in mind that this should be a “once in a while” occurrence). However, we respectfully request that you do not interfere with the practice and remain a bystander without making any verbal or non-verbal contact with your swimmer during the practice. Our highly trained coaches know the best way to instruct your child and parental guidance is not necessary during this time. Due to insurance regulations, parents are not allowed on the pool deck or the dive pool deck. At levels above Silver (Gold 1 & 2, Jr Elite, Elite, and Senior 1), it is in everyone's best interest (swimmers, coaches, and parents) if you remain away from the pool deck until it is time to pick your swimmer up at the end of practice. Jr. Elite and Elite practices are strictly closed to parent observation.

- 1) Parents are not allowed on the pool deck to observe practice. If you are on the pool deck you will be asked to leave. Insurance does not cover you observing practice from the pool deck. Parents are ONLY allowed on the pool deck in the following instances:
 - a) An emergency situation. We will come to get you if this occurs.
 - b) Parents of Mini and Bronze swimmers are permitted to “drop off” and “pick up” their swimmer before and after practice. You may stay with your swimmer on deck before practice until the coach arrives. After practice you may (if you choose) walk out to the pool deck to get your swimmer after practice. Please do not walk onto the pool deck after practice until the coaches have released the swimmers...this does not mean at 7pm, you have to wait until the coach has ended practice before you can walk onto the pool deck. PLEASE REMEMBER THAT YOU CANNOT TALK TO THE COACHES WHEN YOU ARE DROPPING OFF OR PICKING UP YOUR SWIMMERS. Communication with coaches is not to happen on the pool deck at any time unless in an emergency situation. If you would like to meet with your swimmer's coach, please arrange a meeting in advance via email.
 - c) Parents with children taking swim lessons through the GPAC Swim School may remain on deck in the designated swim lesson observation area during the swim lesson.
- 2) It is not good for the development of the swimmer for parents to be intently watching every lap of every practice. Think of it this way: you do not sit in school

while they are in the classroom. There are other areas of the school where you can sit out of the view of your swimmer so that they can develop on their own. You can also join the GCIT Fitness Center and utilize that during practice times. During practices, parents should have absolutely no communication with their swimmers (unless in the case of an emergency) be it verbal or non-verbal communication.

- 3) If it becomes apparent to GPAC coaches that swimmers are continually looking into the stands at their parent during practice, we ask the parent to refrain from attending practices. Swimmers should never train or compete for the approval of their parents, regardless of their age or ability level.
- 4) Parents observing practices should respect this privilege. Any conduct in the balcony deemed detrimental to any aspect of the GPAC program by the coaching staff will cause the parent to lose the privilege of observing practices.
- 5) Please remember that all communication with coaches should take place via email or after a mutually agreed upon meeting date and time has been set up prior. Parents should not engage coaches in any conversation or discussion on the pool deck or during practice time unless a meeting has been pre-arranged.

Information for Parents

USA Swimming Website has a wealth of information! There is an entire section of USA swimming devoted to parents: [Click Here](#)

1. Every parent should read USA Swimming's [10 Commandments for Swimming Parents](#)
2. USA Swimming's [Strategies for Parents](#)
3. USA Swimming's [Praising your Athlete](#)

BEFORE YOU ATTEND YOUR FIRST SWIM MEET - Please Read!

New Swim Team Parents: below are links to several pages we recommend reading before you attend your first swim meet.

Everything you need to know about swim meets: [Click Here](#)

Recommend Articles to Read

- Sticking With Swimming [Click Here](#)
- Myths and Misconceptions about Year Round Clubs By Jim Rusnak, Managing Editor of Splash Magazine (USA Swimming website 9/12/08) [Click Here](#)
- UNDERSTANDING AND HANDLING PERFORMANCE PRESSURE [Click Here](#)
- THE COMPETITION ON THE EDGE: THE ART OF BEING COURAGEOUS [Click Here](#)
- What makes a champion? [Click Here](#)

- Coaching and Recruiting the Habit of Mental Toughness [Click Here](#)
- USA Swimming Goal Setting Packet Chapter 1 [Click Here](#)
- USA Swimming Self Talk Packet Chapter 3 [Click Here](#)
- USA Swimming Self Confidence Packet Chapter 6 [Click Here](#)
- USA Swimming Mental Preparation Chapter 8 [Click Here](#)
- Parenting Teenagers: [Click Here](#)

Defining Our Roles

Concerning the development of each swimmer, everyone has their own role. Simply put:

Swimmers: Swim

Coaches: Coach

Parents: Support unconditionally

The coaching staff requires that all coaching is left to the coaches. We ask parents to refrain from discussing technique or strategy. If there is a question as to the performance or coaching of the swimmer, it must be directed to the swimmer's coach. We understand many parents may have been involved with the sport of swimming on some level. However, the program that has been developed is very specific to the training and the development of GPAC swimmers and our team as a whole. Getting instruction from parents or other coaches outside of GPAC can have serious detriment to the development of the swimmers. Regardless of who the speaker is, if it is not a GPAC coach the message will cloud what we are trying to teach. We stand 100% behind the results our team has achieved at the highest levels since 2004:

4 National Team Members

7 NCSA All-Americans

8 Olympic Trials Qualifiers

1 Olympic Trials Semi-Finalist

4 NCAA Division I Championship Qualifiers

1 NCAA Division I Individual Champion

60+ Junior National Qualifiers

100+ Sectional Qualifiers

17 Individual NJ State High School Champions

200+ Team Records Broken

We are the experts in coaching swimming. Together we can work to develop great swimmers and great people!

GPAC Hosted Swim Meets

Why do we run swim meets?

GPAC hosts approximately six meets during the year (one meet each in October, November, January, March, May, and June). We run meets to help off-set the cost of running a team and to help keep our training fees as low as possible. Pool time cost is significant. Each meet we run generates income from admission, program sales, and swimmer entry fees. Once meet expenses are paid, we are able to use this money to help with the expenses of running the team. If we did not run meets, you would be paying for these costs in the form of increased membership fees.

Parent volunteers are essential to GPAC being able to run a successful meet. Running organized and profitable meets are critical to the fundraising efforts for the program. A volunteer policy has been implemented which sets the requirement for hours to be worked at GPAC hosted swim meets throughout the year. You will have the opportunity to select a job by using the online job sign-up program through our website. You will be expected to stay the length of the session in which you are registered. If you do not fulfill your work obligation you will forfeit \$150 of the \$200 administrative fee paid in Oct, Nov, and Dec. Meet workers must be at least 15 years of age in order for the hours worked to be credited to your account. Hours can be donated from one family to another.

The policy only covers sessions worked at GPAC hosted meets. Otherwise it would be impossible to assign proper hour allotments and still ensure all GPAC hosted meets are properly covered. We do attend other meets which require meet workers as a condition for entry into that meet (Pittsburgh Christmas Meet, NLAC Winter Meet, All Middle Atlantic Championship meets). This requirement would be there if we had a meet worker policy or not and these assignments must still be filled by our team. Above all, remember our meet worker policy ONLY covers meets hosted by GPAC because these meets are run by our team and directly benefit YOU by helping to keep your training fees down.

What is Short Course? What is Long Course?

The sport of swimming is divided into two seasons. Generally speaking, during the Short Course season, meets are typically held in a 25 yard pool (Short Course Yards or SCY). During the Long Course season, meets are typically held in a 50 meter pool (Long Course Meters or LCM). The short course season begins in September and runs through the beginning of April. The long course season begins when short course ends and runs through mid-August. Each season has its respective Championships which swimmers must qualify for to compete. There are times within each season when we may attend a meet or hold practices in the opposite course.

I've never been to a meet before.....what should I bring?

Swim meets are a great way to showcase both our swimmer's and coaches hard work throughout the year. They are also a lot of fun! Being well prepared for each meet will make the event a positive experience. The following is a list of items that our coaches and experienced swim parents suggest you bring/pack.

EQUIPMENT AND CLOTHES:

- Swim bag
- Goggles (back up goggles)
- Cap (back up cap)
- Team racing swims suit (backup swim suit)
- Sandals, water shoes or Crocs
- Towels (be sure to pack more than one)
- Plastic bag for all wet stuff
- Required team meet uniform
- Clothes and shoes/sneakers to wear during a meet (keep those feet warm between races!!)
- Head towel/hat
- Soap/Shampoo

FOOD/DRINK

- Good Ideas: power bars, carrots, hard boiled eggs, peanut butter crackers, fruit, dry cereal (Shredded Wheat, Cheerios), bagel, turkey
- Water bottle with extra water
- Gatorade/sports drink

DO NOT BRING

- A poor or negative attitude
- Candy
- **Energy Drinks of any kind (Red Bull, Monster, etc.)**
- Heavy foods or foods with loads of sugar
- Anything you do not want to get wet (it probably will get wet)
- Something too valuable that you would be upset or in trouble if you lost it

Our meet schedule is posted on the website as well as instructions on how to read the schedule. We are a competitive swim team and all team members are expected to swim in meets. Please take the time to clear your ENTIRE schedule now for meet weekends. Swimmers should not be in a position where they have to leave a meet early because of other sports or other obligations. We do not get many chances to compete and all meets should be viewed as “tests” just like in school. Meets are the best way for parents and coaches to gauge swimmer progress. This gauge is worthless if the swimmers are not 100% focused and committed to the meet.

How to Enter Swim Meets

This step by step tutorial will let you know exactly how to enter swim meets. Please follow these instructions carefully:

1) Print out and become familiar with the team meet schedule. This schedule includes tentative due dates for entries. These dates may be moved forward or backward depending upon the necessity of getting our entries into the meet director and avoid getting shut out of the meet.

1a) Meet hosts are required to adhere to a 4 hour per session time limit. They can produce estimated timelines based on the entries they have received. Once this limit is reached in the estimated timeline, the meet host will close the meet to further entries. This can happen well in advance of the posted entry due date and there is no recourse for getting entries into the meet once it is closed.

2) As the entry deadline approaches, print out the meet information via the link on the www.swimgpac.org website. Meet information is always available in pdf format on the main page for that particular meet as well as at www.maswim.org. Read and become familiar with this information as it contains directions, information on hotel accommodations, meet and warm-up start times and the list of events for each day of the meet. The meet information will also let you know what the fee per event is and also if there is any surcharge.

2a) Most meets we attend do not have a surcharge that applies to all swimmers. However there is a surcharge listed for "swimmers from teams who enter more than 5 athletes in the meet and do not submit their entries via Hy-Tek disc." This fee NEVER applies to meets we enter and attend as a team, so you do not have to pay this fee. The fee would only have to be paid if a swimmer is attending a meet without the team.

3) Have your swimmer(s) speak to their coaches about which events they should swim at the particular meet. They should ask to speak to their coaches either before or after practice. **THIS SHOULD BE DONE BY THE SWIMMER, NOT THE PARENT/GUARDIAN.** The coaches will always tell the swimmers what to swim based on the meet we are attending. Sometime they will be specific about one or more events, sometimes they will say things like "Swim your best events at this meet" or "Swim some events you do not normally swim at meets at this one." **The coaches will always monitor what events the swimmers are entering and have final say in what events each swimmer enters at any meet. The coaches reserve the right to make changes, subtractions, and additions to any swimmer's meet entries after they have been submitted online.**

- 4) Entries for meets are done online through the www.swimgpac.org website. Click on events at the top of the main page. From there you will see all of the meets which are currently available for entry, as well as meets we have attended in the past. Click on the name of the meet to go to that meet's page. Here you will find the meet information (always in pdf format) as well as any other documents or information regarding that meet. Click on "Attend This Event". From here you will be able to enter your swimmer(s) in the events the coaches have indicated they should swim.
- 5) All fees for meets we enter as a team are billed directly to your account. Meet entry fees must be paid in full by the 5th of the next month. You do not have to pay individually for each meet with a check any longer...it's all billed to one account now.
- 6) Entry fees are \$5 per individual event for most short course meets held within the Middle Atlantic LSC. Fees are \$6 per event for most long course meets held within Middle Atlantic. We will attend meets outside of Middle Atlantic that have odd entry fees and your account will reflect the proper charges.
- 7) If we happen to enter a meet that has relays the coaching staff will make a decision on entering those events. If relays are entered they are paid for by the team and the decision on which swimmers to place in those relays will be made solely by the coaching staff.
- 8) Be sure to write down and save the events for which you register at each meet. If at any time you want to see what events you have signed up for just click on "Events" on the main menu just as if you were to register for a meet. Find the meet in question and click on "Attend This Event". This should give you the entries for that meet for all swimmers under your account.
- 9) You must complete your entries by the entry deadline posted for OUR TEAM. This deadline is always available when the meet is posted and emailed out to everyone. You can also find this deadline on the "Event" page. If you ask to have late entries put through, it will be done if the meet still has space available AND you will be charged a \$10 per swimmer late entry fee on top of the regular entry fees.

The Facility

The Gloucester County Institute of Technology is a Vocational and Technical High School that has over 1,200 full time students during the day and over 500 part-time students Monday through Thursday evenings. School is in session at all times while we are practicing (most evenings and Saturday mornings). Because school is in session it is of the utmost importance that everyone follows these rules:

- 1) The responsibility of supervising your children begins at the scheduled practice start time and ends at the scheduled practice end time. Parents should not be dropping their children off hours before practice starts and allowing them to be unsupervised in the school. Most group coaches will not arrive at the pool until 20 minutes prior to the scheduled start of practice. Coaches who are conducting earlier practices cannot be expected to keep an eye on your children and concentrate on the job of training their practice group at the same time. In short, please do not drop your swimmers off at GCIT very early unless you are going to remain at the pool with them.
- 2) As stated above, GCIT night school is in session during our practice time. We are GUESTS at GCIT and with this privilege we get to use the BEST indoor aquatics facility in the Philadelphia area. Because we are guests, we have to completely respect the needs of the school. This includes keeping out of the hallways (unless under the direct supervision of a GPAC coach) at all times. Swimmers should not be congregating, walking, running, or horsing around in the hallways before or after practices unsupervised (waiting for a ride by the door is okay after practice provided swimmers are quiet and under control). If it is brought to the attention of the coaching staff that swimmers are in the hallways unsupervised they will be told to immediately come into the pool area AND a message will be sent home reminding parents that they must be available to supervise their children before and after each practice.
- 3) We understand that from time to time it becomes necessary to drop a swimmer off a bit earlier for any number of reasons. This is not a problem provided the following protocol is completely followed:
 - a) The swimmers must come out onto the pool deck and sit in the bleachers on deck. Swimmers are not permitted in the hallway, loitering in the locker rooms, and are especially not permitted to walk around the pool deck talking to coaches who are running practices. If the swimmer needs to use the bathroom they are permitted to do so QUICKLY.
- 4) Above all, please remember that it is impossible for the coaches to concentrate on training the swimmers in the pool AND supervise swimmers who are waiting for practices to begin at the same time. Remember, GCIT is an open building at night. There are many people entering the building who we do not know and the

last thing we want is for a swimmer to be walking around the hallways unsupervised and run into someone they do not know.

The Parking Lot

GCIT is a busy place at night, especially from November 15th through mid-February (peak high school season). The parking lot can be very dangerous at night. Please take the following precautions at all times in the GCIT parking lot:

- 1) Obey the posted speed limit at all times.
- 2) Be vigilant when driving in the parking lot. At any time a person (child/adult/swimmer) can run from between cars, without any regard for traffic or crosswalks trying to get to practice or class on time. Sometimes you have to look out for the safety of others because they neglect to do it on their own.
- 3) Park in lined parking spaces only. The parking spaces on the circular driveway are reserved for GCIT staff and students only. If you get ticketed or towed it is completely your responsibility.
- 4) Adding to the above, you are not allowed to idle and sit waiting for your children to come out of the building. Do not idle or park your car along the yellow curb.
- 5) Regardless of their age or their maturity level, please park your car and physically walk your children into and out of the building.
- 6) Assume that other drivers (especially younger drivers) are going to disregard traffic laws and posted speed limits in the parking lot. Think about this before walking in the parking lot or allowing your swimmer to do this. **USE THE CROSSWALK AT ALL TIMES.**
- 7) The Gloucester County Sheriff's Department and GCIT/GCC Security routinely observe and patrol the GCIT parking lot. If asked to do something by a Sheriff's Deputy or ANY member of the GCIT staff, please comply immediately and respectfully.

APPENDIX

- A) GPAC Practice Group Guidelines and Requirements
- B) Meet Worker Policy
- C) Team Uniform Policy
- D) Team Travel Policy
- E) Equipment Policy
- F) Illness Policy
- G) Policy on Conduct and Bullying
- H) Information & Instructions on how to follow GPAC Swimming on Twitter

Greater Philadelphia Aquatic Club Practice Group Guidelines, Requirements, and Goals

JUNIOR ELITE:

- Be able to do 16x 100 1:15 or 10x 100 1:10 freestyle swim in practice (goals for end of season - non test set)
- Be able to do 16x 100 1:25 or 6x 200 2:35 IM swim in practice (goals for end of season - non test set)
- Dolphin kicking worked on in workouts 4-5x per week
- High level of technical development
- Hard kick sets done at least 4x per week
- Test Sets implemented as scheduled throughout SC & LC seasons
- Elite Meet and JO Finalists
- Top 3 as a Team at major MA meets
- Top 20 Individual/Relay Nationally
- Sectional Qualifiers in multiple events
- 1 Junior National Qualifier
- 1 Eastern Zone Select Camp Qualifier
- Train to move into the Elite Group

GOLD 2:

- Be able to do 12x 100 1:20 or 8x 100 1:15 freestyle swim
- Be able to do 12x 100 1:30 IM swim
- Dolphin kicking worked on in workouts 4-5x per week
- High level of technical development to prepare them for Junior Elite/Senior1 groups
- Hard kick sets done at least 4x per week (800-1200yds).
- Test Sets implemented as scheduled throughout SC & LC seasons
- Develop elite starts
- Develop elite turns
- Elite Meet & JO Finalists
- Top 3 for Team at major MA meets
- Top 20 individual/relay Nationally
- Throughout the fall, Gold 2 should do something fun (games, relays, etc.) once per week, unless it's a meet week.

GOLD 1:

- Strong focus on continued technical development in preparation for Gold2
- Be able to do 10x 100 1:30 freestyle swim
- Be able to do 10x 100 1:40 IM swim
- Dolphin kicking worked on in workouts 3-4x per week
- Hard kicking done at least 4x per week (600-1000yds)
- Test Sets implemented as scheduled throughout SC & LC seasons
- Continued development of competitive starts

- Continued development of elite turns
- Top 3 as Team at major MA meets
- Individuals/Relays competing in final heats at JOs and Elite Meet
- Gold 1 group should do something fun (relays, games, etc.) once per week, unless it's a meet week.

SILVER:

- Stroke development – Legal in all 4 strokes for younger kids, stronger stroke development for older kids
- 8&U Swimmers: All swimmers going to Mini Champs
- 9&O Swimmers: All swimmers going to Silver Champs, those with qualifying times go to JOs & Elite Meet
- Pump up going to meets (to both swimmers and families), competing and the fun/Team aspect of meets.
- Continue to develop dolphin kicking in practice 3x per week
- Hard kicking done 4x per week (400-800yds per workout)
- Test Sets implemented as scheduled throughout SC season
- Develop competitive starts
- Continue to develop competitive turns/transitions
- Silver group should do something fun (relays, games, etc.) once per week, unless it's a meet week.

BRONZE:

- Further development of all 4 strokes
- Be able to do 10x 50 1:10 Freestyle
- Introduce dolphin kicking in practice 3x per week
- Introduce hard kicking in practice 3x per week (300-600yds per workout)
- Introduce competitive starts
- All swimmers must be race start certified by this point
- Develop competitive turns and transitions for all strokes & IM
- 8&U Swimmers: Majority of swimmers going to Mini Champs
- 9&O Swimmers: Majority of swimmers going to Silver Champs, those with qualifying times go to JOs & Elite Meet
- Pump up going to meets (to both swimmers and families), competing and the fun/Team aspect of meets.
- Bronze group should do something fun (relays, games, etc.) once per week.

MINI:

- All 4 strokes legal – practice should be entirely technique based
- Exclusively developmental
- Begin to develop starts and turns
- Hard kicking done 3x per week (200-400yds per workout)
- Majority of swimmers going to Mini Champs

Meet Worker Policy

The team hosts swim meets for several reasons:

- 1) Provides added rental income for GCIT, keeping our practice rentals fees down
- 2) Provides added income for the team so that equipment (such as an underwater camera & viewing systems) can be purchased to help each team member become a better swimmer
- 3) Provides additional income for the program that is used to pay all expenses including rent and employee salaries without significantly raising team dues or the constant need for additional team fundraising
- 4) Provides competition opportunities for our team members without incurring increased travel expenses
- 5) Provides competition opportunities for the local and regional swimming community

Meets are a total team effort! It takes the effort of parent volunteers working with the coaching staff and administrative staff to run successful swim meets. GPAC is known for running some of the best swim meets in the Middle Atlantic area. We will need approximately 1,250 jobs filled for our six swim meets this year.

Meet Worker Policy for the 2014-2015 Season

GPAC runs 6 swim meets throughout the year:

- 1) Oktoberfest A/BB/C in October
- 2) Veterans Memorial A/BB/C & Mini in November
- 3) GPAC New Year Meet in early January
- 4) Middle Atlantic Silver Championships in late March, early April
- 5) GPAC Long Course Derby A/BB/C in May
- 6) GPAC Long Course Spring Classic A/BB/C in June

Team Administration Fee: \$200 per family

\$50 due by October 15

\$100 due by November 15

\$50 due by December 15

\$150 of the team administrative fee will be refunded to you as soon as your family's total requirement is completed.

Minimum Meet Hour Requirements by Group:

Mini – 20 meet session hours (approximately 4 meet sessions)

Bronze – 25 meet session hours (approximately 5 meet sessions)

Silver – 30 meet session hours (approximately 6 meet sessions)

Gold 1 & Gold 2 – 35 meet session hours (approximately 7 meet sessions)

Senior 1 – 40 meet session hours (approximately 8 meet sessions)

Junior Elite & Elite – 45 meet session hours (approximately 9 meet sessions)

The requirement is determined by the swimmers on your account in the highest group.

FAMILIES WITH MULTIPLE SWIMMERS:

The number of sessions for the "highest" child (by group level) and then five additional hours for each additional child on the team, with a maximum of 60 meet session hours (or approximately 12 meet sessions).

Meet Worker Requirements:

- 1) Person completing the work must be at least 15 years of age
- 2) If someone outside of your family is completing a session requirement, you must notify team administration so your account can be properly credited
- 3) You must sign up to work the session via the "Job Sign-up" function on our website at least 7 days prior to the first day of the meet. Failure to do so does not relinquish you from your working obligation. However anyone who signs up to work less than 7 days prior to the start of the meet may only receive half credit for the sessions they work at that meet. **(This is being done so that we have our workers set and ready to go well in advance of the meet and so that we do not have to send out multiple emails reminding everyone to sign up and/or make phone calls.)**

Failure to work the minimum amount of sessions means you will not receive a refund on your team administrative fee. Partial refunds will not be given. If you leave the team prior to the fulfillment of your minimum requirement the entire Administrative fee will be forfeited.

Families who do not fulfill their meet worker requirement are subject to the following:

- 1) You will not receive any travel reimbursement under the GPAC travel meet reimbursement fund
- 2) Your invitation to return to GPAC for the next season will not be guaranteed

Meets Hosted by Other Teams/Entities:

This policy applies only to GPAC hosted meets. We attend meets hosted by other teams or entities (such as Middle Atlantic Swimming) where meet workers may be assigned to each team based on the number of entries in the meet. Sessions worked at these meets will not count toward fulfillment on the GPAC meet worker requirement. These requirements would still be the same if we did not have a Meet Worker Policy and is a condition for entering that meet. Our session breakdown per group is based on the number of workers we need to successfully run our meets. Additionally, working at meets where workers from GPAC are not assigned will not count toward fulfillment of the GPAC meet worker requirement.

Meet Worker Incentive Program:

Any family who works more than the minimum session requirement for their family will receive financial compensation beyond the \$150 refund of the Team Administrative Fee. This award will be distributed to each eligible family after the GPAC Spring Classic in June.

Team Uniform Policy

All swimmers must adhere to this policy at swim meets. Swimmers will not be permitted to participate in a swim meet if they are not in compliance with the Team Uniform Policy. It is suggested that all swimmers have a full GPAC Arena warm-up suit (jacket and pants, approved warm-up will be for sale through All American Swim Supply online). However, where this is not required, the GPAC team t-shirt and blue shorts, warm-up pants, or sweat pants are sufficient. Only authorized GPAC team t-shirts are permitted to be worn at meets. Homemade t-shirts, pants, jackets, etc. are not allowed at any time at meets. All swimmers should also get into the habit of wearing sneakers and socks (to keep the feet warm) between events at a swim meet. Finally, swimmers are permitted to wear GPAC jackets or parkas on deck at a swim meet in instances where they would like to stay a bit warmer. Jackets, parkas, bags, warm-ups, t-shirts, shorts, sweatshirts, sweatpants or any other article of clothing that shows the name, slogan, or logo of another team (including summer league teams, high school teams, and the Middle Atlantic Zone team) are not permitted at swim meets at any time. These items are also not to be worn at any time while on a team travel trip.

Swim Meet GPAC T-shirt policy (for all team members)

GPAC t-shirts are available in three different colors: blue, white, and gold. Please follow this color coding for all swim meets. All team members must have the three colors of GPAC t-shirts.

For meets that are 1 day in length: Blue GPAC shirts

For meets that are 2 days in length: wear blue t-shirts on day 1 and gold t-shirts on day 2

For meets that are 3 days in length: wear white t-shirts on day 1, blue t-shirts on day 2, and gold t-shirts on day 3.

For meets that are 4 days in length: wear gold on day 1, white on day 2, blue on day 3, and gold on day 4

For meets more than 4 days in length: coaches will indicate which t-shirts to wear prior to the meet

Uniform Requirements for Senior 1, Junior Elite, and Elite groups

- GPAC Arena Warm-up (jacket and pants). Only the selected Arena warm-up is permitted, unless the swimmer already has a GPAC Arena warm-up of another style.
- Team Bag or Backpack (no other bags allowed on deck)
- Team Lycra Meet Suit (selected by Senior swimmers, this is in addition to technical racing suits)
- 3 Team t-shirts (color coded appropriately)
- Team swim cap

Uniform Requirements for Silver, Gold 1, and Gold 2 groups

- GPAC Arena Warm-up Jacket. Approved Arena warm-up jacket is available for sale through All-American Swim Supply online. Non-Arena warm-ups are prohibited.
- Team Lycra Meet Suit (in addition to a technical racing suit, which are optional)
- 3 Team t-shirts (color coded appropriately)
- Team swim caps

Uniform Requirements for Mini and Bronze groups

- GPAC Team Sweatshirt or GPAC Arena Warm-up Jacket
- Team Lycra Meet Suit (technical racing suits are NOT permitted at this level)
- Team t-shirt (color coded appropriately)
- Team swim cap

Team swim caps MUST be worn by any swimmer who's hair (when wet) falls forward into the eyes or covers the ears.

Technical racing suits include Aquablade, FSII, FS Pro, LZR, LZR Racer or other suits designed to reduce drag and/or increase compression for the swimmer. These suits may only be worn by swimmers at certain swim meets AND when indicated by the coaching staff. Unless otherwise informed, all swimmers must wear their Team lycra style meet suit.

Only Arena Products: We are an Arena sponsored team. Only Arena brand products are permitted at swim meets (non-Arena products are permitted at practices, but Arena is strongly encouraged). If there is a reason why you would like to or need to use non-Arena products, please discuss with Matthew Sprang BEFORE making any purchases. Swimmers cannot use or wear products from any swimwear manufacturer other than Arena. This includes: warm-up jackets, warm-up pants, technical racing suits, lycra suits, bags, or swim caps. Non-Arena goggles are permitted at practices and swim meets. Sweatshirts, sweatpants, and shorts by non-Arena manufacturers are permitted but the logo of the company cannot be prominently displayed. When in doubt, don't wear it.

As a convenience practice equipment as well as GPAC Team bags, parkas, warm-up suits and team meet suits may be purchased online via the team dedicated store with All American Swim Supply (allamericanswim.com). Use the team code GPACPA62 to access our team store.

All swimmers will receive 1 team t-shirt at the beginning of the season. More t-shirts, sweatshirts and other items NOT available through All American Swim Supply will be made available through the Parents' Association. Ordering will occur online through MBM Sports (payment is submitted directly to MBM Sports). Email notification will indicate the availability of Team Apparel. These orders are usually placed three or four times a year: September, November, February, and (on rare occasions) May. Items ordered will be distributed via the Parents' Association.

All swimmers will receive two latex GPAC caps at the start of the season. Additional latex caps are available for \$5 each. We also offer silicone GPAC caps for \$10 each. Please email admingpac@gmail.com for purchase information.

GPAC Travel Policy & Requirements

Meets designated as "Team Travel" are defined as meets where the coaching staff and designated team chaperones transport and supervise the swimmers for the duration of the trip. Parents are welcome to attend the meet as spectators, however they must provide their own transportation, lodging (at a hotel other than the designated team hotel), and meals. Furthermore, parents and others who are spectators are asked to provide distance from their swimmers allowing them to remain and bond with their teammates and coaches during the trip uninterrupted.

The following requirements apply to ALL meets designated as Team Travel Meets:

- 1) Only swimmers ages 13 & older will be able to travel with the team to meets. The stipulations for team travel only apply to those on the team travel trip. Swimmers who are 12 years old or younger can still attend certain meets that have been designated as team travel, but they must travel, room, and stay with their parents. Coaches of swimmers 12 and younger will supervise the swimmers during the swimming portion of the trip. Parents/guardians are responsible for all supervision away from the pool.
- 2) All swimmers must abide by the rules for team travel. No alternate accommodations will be given to anyone at any time.
- 3) All travel must be done with the team. Swimmers cannot receive transportation to a meet from their parents; they must travel with the team.
- 4) When swimmers are given permission to travel home from the meet with their parents, they may do so ONLY after the final swim for our team has been completed for the entire meet. No one will be permitted to leave the meet before all swimmers have completed their races.
- 5) Swimmers must stay with the team at all times. No one will be given permission to miss a team meal or leave the team hotel (or the pool) for any reason other than the meet or unless there is an emergency situation.
- 6) All swimmers must abide by the team rules and travel code of conduct. Swimmers in violation of any team rules or the travel code of conduct will be issued what the coaching staff deems to be the appropriate punishment. THIS MAY INCLUDE IMMEDIATE DISMISSAL FROM THE MEET AT THE EXPENSE OF THAT SWIMMER'S PARENTS/GUARDIANS. YOU ASSUME THIS RISK WHEN AGREEING TO ATTEND TEAM TRAVEL.
- 7) All coaches and chaperones must sign and abide by the travel chaperone guidelines and code of conduct (revised in 2010 to abide by new USA Swimming athlete protection rules and guidelines).
- 8) All swimmers must abide by the team uniform policy at all times.

9) Swimmers of families whose team accounts are delinquent in any way will not be permitted to attend meets designated as team travel.

10) If a swimmer, parent, or guardian is unable or unwilling to abide by ANY of the requirements of or for team travel, the swimmer will not be permitted to attend the meet in any capacity (i.e., you cannot travel on your own to a meet designated team travel and swim as a member of Greater Philadelphia Aquatic Club to avoid Team Travel Requirements).

Other Travel Requirements

To be eligible for Team Travel at different levels, swimmers must demonstrate the dedication to their swimming and the team in a number of different ways.

Practice Attendance Requirements

Practice attendance requirements are set to ensure swimmers will be in peak performance shape for the Team Travel Meet or Training Trip. They also represent what we believe is the minimum level of dedication necessary to attend these team travel meets. Please note, this is the *minimum requirement*. Swimmers should be striving to attend 100% of all practices offered at all times. Also note that attendance percentages will not be rounded up, so 79.99% is not rounded up to 80.00%. Practice attendance percentages are always taken from the first day of the season in September, unless otherwise stipulated by the coaching staff. There are no excused absences for anything (travel, illness, schoolwork, etc.)! All missed practices are considered equal.

The coaching staff reserves the right to alter attendance requirements for any meet deemed Team Travel with proper prior notice.

The Senior Champs Meets (short course in March and long course in July) are NOT designated as team travel meets

Attendance Requirements for each level of Team Travel:

December Travel Meet:

Gold: 75% practice attendance

Jr. Elite, Elite, & Senior 1: 80% practice attendance

Senior Champs (or designated replacement meet) Spring or Summer

All swimmers: 80% practice attendance

Sectionals

All swimmers: 85% practice attendance

Grand Prix/Junior Nationals/US Open/Senior Nationals/Olympic Trials

All swimmers: 90% practice attendance

Team Training Trips or other in-season Team Travel Meet

All swimmers: 80% practice attendance

Dedication to Peak Performance

Swimmers attending a team travel meet are not permitted to attend practices or swim in meets with teams other than GPAC during the taper period for the designated team travel meet. Swimmers who are found to be in violation of this rule will be pulled from the trip. Any fees already paid will be forfeited.

USA Swimming Required Travel Policies:

(These policies are required addendums to our team travel policies by USA Swimming)

- 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.

Additional Travel Policies:

- a) 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.
- b) Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c) 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.
- d) When only one athlete under the age of 18 and one coach travel to a competition, the swimmer **MUST** be accompanied by at least one of their parents or guardians.
- e) 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 room.
- f) A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g) Team officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h) Team officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i) Curfews shall be established by the team staff each day of the trip.

- j) 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.
- k) The directions & decisions of coaches/chaperones are final.
- l) 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.
- m) When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons.
- 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 leadership and the parent or legal guardian of any affected minor athlete.

GPAC Team Practice Equipment Requirements

All swimmers (regardless of their practice group) must have ALL of the equipment listed in the first block. Swimmers in each group have additional required equipment listed under their respective practice groups.

Required for ALL practice groups	Goggles Swim Cap (if hair, when wet, gets into eyes or ears) Fins Lycra practice suit (no shorts) Kickboard Mesh Equipment Bag Water Bottle
Mini & Bronze	Finis Junior Snorkel
Silver	Sneakers (properly tied) Athletic Shorts T-shirt Finis Junior or Regular Snorkel Pull Buoy
Gold 1	Sneakers (properly tied) Athletic Shorts T-shirt Finis Snorkel Pull Buoy
Gold 2	Sneakers (properly tied) Athletic Shorts T-shirt Finis Snorkel Pull Buoy Strokemaker #0 .5 Hand Paddles Old sneakers (for use in pool)
Senior 1	Sneakers (properly tied) Athletic Shorts T-shirt Finis Snorkel Pull Buoy #1 Strokemaker Hand Paddles
Elite & Jr. Elite	Sneakers (properly tied) Athletic shorts T-shirt Finis Snorkel Pull Buoy

	Strokemaker Hand Paddles (size varies by swimmer) Zoomers Finis Tempo Trainer HR Monitor Old sneakers (for use in pool) Journal
HS Warm-up (spring and summer)	No additional equipment required

All practice items can be purchased online through our team store, All-American Swim Supply. To access the store follow these instructions:

- 1) Go to www.allamericanswim.com
- 2) Click on "Team Store" at the top
- 3) Enter the Team Code (GPACPA62) and click enter

Greater Philadelphia Aquatics Illness Policy

This policy applies to swim team members, coaches, swim lesson participants, and swim lesson instructors. The spirit behind this policy is to educate you about steps to stay healthy as well as preventing the spread of illness from sick patrons to healthy ones.

This information comes from the Centers for Disease Control dedicated flu website: www.flu.gov.

Symptoms of Flu

Seasonal Flu

All types of flu can cause:

- Fever
- Coughing and/or sore throat
- Runny or stuffy nose
- Headaches and/or body aches
- Chills
- Fatigue

H1N1 Flu

Same as seasonal flu, but symptoms may be more severe.

- Fever
- Coughing and/or sore throat
- Runny or stuffy nose
- Headaches and/or body aches
- Chills
- Fatigue

In addition to the above symptoms, a number of H1N1 flu cases reported:

- Vomiting
- Diarrhea

Taking Care of Yourself If You Are Sick

If you have been diagnosed with H1N1 flu or other respiratory illness (like the seasonal flu), you should stay home, follow your doctor's orders, and watch for signs that you need immediate medical attention.

[CDC recommends that you stay home for at least 24 hours](#) after your fever (100°F or 37.8°C) is gone except to get medical care or for other things you have to do and no one else can do for you. (Your fever should be gone without the use of a fever-reducing medicine, such as Tylenol®.) You should stay home from work, school, sports, travel, shopping, social events, and public gatherings.

- Avoid close contact with others, **especially those who might easily get the flu**, such as people age 65 years and older, people of any age with chronic medical conditions (such as asthma, diabetes, or heart disease), pregnant women, young children, and infants.
- Clean hands with soap and water or an alcohol-based hand rub often, especially after using tissues or coughing/sneezing into your hands.
- Cover coughs and sneezes. Sneeze into the fold of your elbow.
- Wear a facemask when sharing common spaces with other household members to help prevent spreading the virus to others. This is especially important if other household members are at high risk for complications from influenza. See [Interim Recommendations for Facemask and Respirator Use to Reduce Novel Influenza A \(H1N1\) Virus Transmission](#).
- Drink clear fluids such as water, broth, sports drinks, or electrolyte beverages made for infants to prevent dehydration.
- Get plenty of rest.

- Get medical attention right away if you:
 - Have difficulty breathing or chest pain
 - Have purple or blue discoloration of your lips
 - Are vomiting and unable to keep liquids down, or
 - Show signs of dehydration, such as feeling dizzy when standing or being unable to urinate

In order to prevent the spread of germs/viruses while at practice, please follow these further precautions:

- 1) No sharing of water bottles
- 2) No sharing of towels or other clothing items
- 3) Some swimmers are prone to “coughing fits.” If this happens to you GET OUT OF THE POOL IMMEDIATELY and get away from others. Completely cover your mouth when you cough. When you are finished let your coach know you are going to the bathroom and wash your hands with soap.
- 4) If you are sick, please stay away from GCIT until you are healthy. Often times swimmers will return before they illness has completely run its course and relapse. It’s never good to miss practice. However, when you are sick there is nothing you can do about it except get healthy. Stay away from practice so you do not spread the illness to your teammates or coaches. A relapse could mean more missed practice time and make you susceptible to more serious illnesses.
- 5) No one should be leaving items at the pool or in the locker rooms. Not only is it a GCIT rule (they can cut off locks left on lockers overnight at any time), but damp items left in dark areas become breeding ground for bacteria.
- 6) Wash out your water bottle with soap and water every night!

Following these precautions IN NO WAY guarantees you will not get sick. But following these precautions can help limit the number of Greater Philadelphia Aquatic Club patrons and employees who miss time due to illness.

For more information please go to the following websites:

www.cdc.gov

www.flu.gov

FOLLOWING @GPACSWIMMING ON TWITTER

Go to www.twitter.com and create a Twitter account, if you do not already have one.

Search for “GPACSwimming” at their website (type it exactly as it is written here) and click the “Follow” button. Edit the settings so that Tweets from GPACSwimming are sent to your mobile device. You can also adjust your settings to specify when texts are sent to you (valuable if you do not want updates from swim meets on the west coast being sent out at 8pm California time, but 11pm in South Jersey).

OR

Text: follow GPACSwimming to 40404

Once registered, you will receive GPAC announcements via text message.

Does Twitter Charge Me For Text Messages?

Here's what you need to know about using Twitter and charges for text messages: **Twitter does not charge you for text messages.** However, depending on your service provider and your text plan, you might see usage charges from your carrier for text messaging - see their FAQ for all the details. Your carrier will charge you for text messages from Twitter in the same way as text messages from someone you know. If you have an unlimited texting plan, you will not be charged. If your plan only allows a certain number of texts per month, you will be charged for texts that go over that number, whether or not they came from Twitter. If you pay-per-message, you will be charged by your carrier for the messages sent from Twitter. If you do not want to deal with message counting, try using Twitter from the web first and see how you like it. How Twitter will affect your phone bill depends on what text messaging plan you have chosen for your phone, and text messaging allowance. Standard rates do apply when you add your phone to Twitter. Your service provider may have fees for sending and receiving SMS/text messages. **When in doubt, contact your cell phone service provider.**

Greater Philadelphia Aquatics Policy on Youth Protection Outline

How does Greater Philadelphia Aquatics prevent child abuse in or with the Programming?

Greater Philadelphia Aquatics has adopted a number of policies aimed at eliminating opportunities for abuse within the program. These policies focus on employee selection and on placing barriers to abuse within the program.

Employment

Greater Philadelphia Aquatics takes great pride in the quality of our leadership both in coaching and swim lesson instruction. Being an employee of Greater Philadelphia Aquatics is a privilege, not a right. The quality of the program and the safety of our youth members call for high-quality leaders.

The Greater Philadelphia Aquatics employment application requests background information that is thoroughly checked by the company administration including previous employment, prior legal issues, and a motor vehicle driving record. While there is no current type of background screening that can identify someone with the potential of committing any kind of act of child abuse, with due diligence we can investigate the background of potential employees and their prior experiences working with children in the same proximity and similar environment they will work in with Greater Philadelphia Aquatics.

Barriers to Abuse Within our Programming

Greater Philadelphia Aquatics has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; they also serve to protect our staff members from false accusations of abuse.

Note: Bold type denotes rules and policies.

- **Within the Greater Philadelphia Aquatics Swim School: Constant Parent supervision is required. We ask that all parents remain at the pool in the designated viewing area for the duration of their child(ren)'s lesson time.**

- **No “off-deck” instructor or coordinator contact with swim lesson students. If a child needs to leave the swim lesson for any reason they are to be attended to immediately by their parent or guardian.**
- **Pick-up and drop-off policy: the instructors or designated Swim School employee will approach the swimmer with their parent/guardian before the lesson begins to “pick-up” the swimmer. When the lesson is completed the instructor will bring the child back to their parent/guardian. These exchanges will ALWAYS be done on the pool deck.**
- **All swim lesson sessions are observed by the parents of the swimmers, the Swim Lesson Coordinator and members of the GCIT lifeguarding staff (for water safety only). There are usually at least two instructors (working with different groups) in the water at any given time.**
- **All Greater Philadelphia Aquatic Staff must complete an online criminal background check which searches for convictions involving adolescents as well as any felony convictions. Only those without any history of events with children will be hired.**

As it pertains to the Greater Philadelphia Aquatic Club Swim Team (to include Fall and Spring warm-up as well as Stroke Clinics).

- **Parents are welcomed to view all practices from the balcony.**
- **All coaching staff must obtain American Red Cross Lifesaving and CPR/First Aid. Additionally coaches are required to take the online USA Swimming/American Red Cross Safety Training for Swim Coaches exam. All coaching staff must also take and pass and maintain the USA Swimming online background screening check. All coaches must take and pass the USA Swimming child safety test every two years.**
- **Thorough investigation is done (checking references provided in the application process) into the background of each applicant. Special attention is paid to the conduct of any applicant in similar situations with children.**
- **One-on-one contact between swimmers and GPAC employees, outside of the view of others, is strictly forbidden. If a situation arises that requires a personal conference the meeting must be conducted with either the Head Coach or Head Age Group Coach present.**
- **All staff must respect the privacy of youth members in situations such as changing clothes and using the restrooms. Intruding will only be used as a last resort in situations where**

the health and safety of one or more team members is at risk. Staff must also protect their own privacy in similar situations.

- **Separate accommodations:** during any kind of team travel trip, no youth is permitted to sleep, stay, or visit in the room of any adult acting on the behalf of Greater Philadelphia Aquatics (coach, team administrator, or team approved chaperone) except in the event of a team meeting where all members of the traveling party are present, or in the event a coach or team approved chaperone is the swimmer's parent/legal guardian.
- **While on a team travel trip, in the event of an emergency the swimmers should notify their direct team-approved chaperone and/or coach immediately. Entrance into a swimmer's room will only be done when the health or safety of one or more team members is at risk. Two members of the team approved supervisory staff will be present at all room checks.**
- **No one-on-one travel trips. Any travel trips involve only one team member must include that team member's parent. Coaches and staff members will not accompany any single team member on a travel trip without a second adult supervisor.**
- **On all team travel trips there will be at least one staff member or team approved chaperone of each gender when both genders are represented on the trip. If only one gender is represented on the trip at least one chaperone of that gender must also attend the trip.**
- **Proper attire is required for all local and travel team activities.**
- **Constructive discipline. The discipline of team members should be in line with the mission and vision statements of the organization. Corporal punishment is never permitted.**
- **Hazing is prohibited. Physical and initiations are prohibited and may not be included in any part of the Greater Philadelphia Aquatic Club programming.**

How can parents help protect their children?

Parents participate in the protection of their children in a variety of ways. Greater Philadelphia Aquatics recognizes the need for open lines of communication so that children are encouraged to bring any troubles to their parents for advice and counsel. In addition, parents need to be involved in their child's aquatics activities. If any deviations from the Greater Philadelphia Aquatics programming or mission are noted, parents should call these to the attention of the Head Coach. If the problems persist, parents can contact the offices of Middle Atlantic Swimming and USA Swimming for assistance.

Why do most child victims of sexual abuse keep the abuse secret?

A victim of child sexual abuse is under a great deal of pressure to keep the abuse secret. In many cases of child molestation, the molester has threatened to harm the child or a member of the child's family. The molester might have told the child that they would not be believed even if the child did tell. Another common situation is that the molester will tell the child that if the child tells about the abuse, they will get into trouble. The clear message is given to the child that if another person finds out, something bad will happen to the child or someone close to them. This pressure to maintain silence can often be successfully overcome by establishing open communication between children and adults through proper education for children.

What should I do if a child tells me that they have been sexually abused?

How an adult responds to a child when they try to disclose abuse can influence the outcome of the child's experience of victimization and following healing. By maintaining an apparent calm, the adult can help reassure the child that everything is going to be okay. By not criticizing the child, we counteract any statements the abuser made to the victim about the child getting into trouble. Reassure the child that you are concerned about what happened to them and that you would like to get them some help.

Allegations by a swimmer concerning abuse in the program should be reported to the team owner and to DYFS of New Jersey. Since these reports are required, the child should be told that you have to tell the proper authorities in order to keep them safe but that you will not tell anyone else.

How do I know what my reporting responsibilities are?

The State of New Jersey statute reads as such, "Any person having reasonable cause to believe that a child has been subjected to child abuse or neglect or acts of child abuse shall report." (**Citation: NJ Ann. Stat. § 9:6-8.10**). **It is important to note that the definition of "child abuse" also includes child sexual abuse in all 50 states and the District of Columbia.** People are often concerned about being sued for reporting child abuse. You are not required to know for certain that a child has been

abused. All that the law requires is that you have a reasonable suspicion and are reporting in "good faith." When these requirements are met, all states provide immunity from liability for child abuse reporters.

What steps are taken when a report of child abuse by a Greater Philadelphia Aquatics staff member are made?

Immediately, if it has not already been done and provided there is reasonable suspicion that the claims are reported in "good faith" the team owner will contact New Jersey DYFS and the USA Swimming Child Protection Officer to report the claims. It is the responsibility of state and local authorities to lead the investigation and Greater Philadelphia Aquatics will do everything possible to aid in the investigation. Immediately, the employee in question will be placed on administrative leave while an investigation is conducted.

What are the "three R's" of Youth Protection?

The "three R's" of Youth Protection convey a simple message that Greater Philadelphia Aquatics wants its youth members for all programming to learn:

- **Recognize** situations that place them at risk of being abused, how child abusers operate, and that anyone could be an abuser.
- **Resist** unwanted and inappropriate attention. Resistance will stop most attempts at molestation.
- **Report** attempted or actual molestation to a parent or other trusted adult. This prevents further abuse of them and helps to protect other children. Let the swimmer know they will not be blamed for what occurred.

Reference: How to Protect Your Children from Child Abuse: A Parent's Guide; Boy Scouts of America, No. 46-015

Youth Member Behavior Guidelines

One of the developmental tasks of childhood is to learn appropriate behavior. Children are not born with an innate sense of propriety and they need guidance and direction. The example set by positive adult role models is a powerful tool for shaping behavior and a tool that is stressed in our programming.

Misbehavior by a single youth member in a practice group, lesson group, or the team may constitute a threat to the safety of the individual who misbehaves as well as to the safety of other members. Such misbehavior constitutes an unreasonable burden on a team and cannot be ignored.

Member Responsibilities

All members of Greater Philadelphia Aquatics are expected to conduct themselves in accordance with the principles set forth in the team Code of Conduct. Physical violence, hazing, bullying, theft, verbal insults, and drugs and alcohol have no place in programming and may result in the revocation of a swimmer's membership in the program.

If confronted by threats of violence or other forms of bullying from other youth members, swimmers should seek help from their coach(es), parents, or other trusted adult.

Team and Group Responsibilities

Adult leaders of practice groups are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave will be informed and asked for assistance in dealing with it.

Greater Philadelphia Aquatics does not permit the use of corporal punishment by coaches or instructors when disciplining youth members. Corporal punishment is defined as "The intentional infliction of physical pain as a method of changing behavior. It may include methods such as hitting, slapping, punching, kicking, pinching, shaking, use of various objects (paddles, belts, sticks, or others), or painful body postures."

The coaching staff should review repetitive or serious incidents of misbehavior in consultation with the parents of the child to determine a course of corrective action including possible revocation of the youth's membership on the team.

If problem behavior persists, swimmers may be removed from the program entirely.

By signing this form I acknowledge receipt and review of the Greater Philadelphia Aquatics Policy on Youth Protection.

Employee Name (Please Print)

Employee Signature

Date

GPAC Swimmer Code of Conduct

(Please note that this policy covers all aspects of swimmer conduct including bullying)

Characteristics of a GPAC Swimmer

- 1) The GPAC Swimmer wears team colors and uniform with pride at and away from the pool.
- 2) The GPAC Swimmer is supportive of all team members (regardless of any differing factors) at all times at and away from the pool.
- 3) The GPAC Swimmer is respectful of all competitors and swimmers on other teams.
- 4) The GPAC Swimmer is respectful of all coaches, officials, and volunteers on our team as well as any other team. Without their hard work and dedication there would be no swimming and/or swim meets.
- 5) The GPAC Swimmer is aware and appreciative of the hard work necessary to become the best they can be.
- 6) The GPAC Swimmer is always respectful of their competition. There is never any instance where the GPAC Swimmer will disrespect their competition in or out of the pool. Always give your absolute best in any race you are in, which includes summer league, high school, or college meets.
- 7) The GPAC Swimmer thanks all volunteers and officials at swim meets whenever possible.
- 8) The GPAC Swimmer encourages their teammates in and out of the pool at all times to be the best swimmer they can be.

GPAC Swimmers represent the Greater Philadelphia Aquatic Club at all times, in and out of the pool and even when away from the team, practices, and meets. When representing other teams (summer league, high school, college, etc.) you are still representing the Greater Philadelphia Aquatic Club and are expected to conduct yourself in a manner which dignifies the program and all other swimmers, coaches, members, and volunteers. The following guidelines must be adhered to at all times:

- 1) All participating team members will abide by this code of conduct.
- 2) Work hard! Nothing great in life comes without hard work. Apply the principles of hard work learned while a member of GPAC to all aspects of your life.
- 3) Treat all others with the respect and courtesy you would like to be shown. This applies to teammates, coaches, and parents of GPAC as well as swimmers, coaches, officials, volunteers, and parents from other teams. This should always be carried over to your life away from the pool as well.
- 4) Follow all team rules as well as all rules of any facility we use and rules and laws of the state, local, and federal government of all facilities we use for practices or meets.
- 5) Foul or abusive language is prohibited. Any swimmer speaking in a manner that is deemed to be foul or abusive, especially by older swimmers in front of younger swimmers, will be reprimanded in a manner deemed appropriate by the coaching staff.
- 6) All participants will wear designated team suits and T-shirts during all competition.

- 7) Curfews at team travel events, as a member of Middle Atlantic, Greater Philadelphia Aquatic Club, USA Swimming, or other approved entity sponsored event and at all related activities will be obeyed. Extension will only be granted by the Head Coach.
- 8) Male and Female swimmers may not be in each other's room on any team trip unless supervised by designated Club official.
- 9) Use of alcoholic beverages is unacceptable at any time on any team trip. The underage use of alcoholic beverages is unacceptable at any time.
- 10) Use of drugs other than those prescribed by your physician is unacceptable at any time during the year.
- 11) Smoking is unacceptable at any time during the year.
- 12) Disrespectful, indiscreet or destructive behavior will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid guilt by association with such activities at any time during the year.
- 13) All participants and their parents have a responsibility to do their best to ensure that this Code of Conduct is adhered to and to help ensure the safety of these Program participants.

Bullying

From the USA Swimming Code of Conduct (304.3.7):

Bullying is prohibited. For these purposes, the term "bullying" shall mean, regardless of when or where it may occur, the severe or repeated use by one or more USA Swimming members ("Members") of an oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other Member that to a reasonably objective person has the effect of: (i) causing physical or emotional harm to the other Member or damage to the other Member's property; (ii) placing the other Member in reasonable fear of harm to himself/herself 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 (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

We will add to the above, for the purposes of membership on the Greater Philadelphia Aquatic Club, swimmers should not direct any kind of verbal or non-verbal actions or words to any team member or member of another team that would prevent or encourage said objective to not perform at their best be it in practice, swim meets, or other team activity.

Honor Code

Any swimmer, coach, parent, or other who has knowledge of anything that could even remotely be construed as bullying must report the incident to the Head Coach. By not reporting known incidents of bullying appropriately and timely you are aiding in the bullying of someone and will be subject to disciplinary actions at the sole discretion of the Head Coach.

Violations of the Code of Conduct

Any swimmer, parent, coach, or volunteer of the Greater Philadelphia Aquatic Club who

acts in a manner deemed detrimental to the name, mission, and vision of the Greater Philadelphia Aquatic Club will be penalized in a manner deemed appropriate by the Head Coach. All decisions of the Head Coach will be final.

Policy On Appropriate Use of Electronic Media

(This includes email, text messages, Facebook, Twitter, and any other social media hosting site)

It may become necessary, from time to time, for coaches to have contact with athletes via electronic media. This policy has been developed to protect all parties and outline appropriate behavior in these instances:

1) There should be no direct contact through electronic means (email, text, Facebook, or Twitter or other social media outlet) between individual coaches and swimmers in swim lessons, Mini, Bronze, Silver, Gold 1, or Gold 2. All communication at these levels should be between GPAC staff members and the swimmer's parent or guardian.

1a) In the event that it is necessary for electronic communication to occur between a swimmer and coach at the above listed levels, it can only be done via email (no text messages or social media contact) and the swimmer's parents MUST be carbon copied on the communication. If a swimmer contacts a coach via email without copying their parent the coach must immediately forward the email to the parent/guardian and the GPAC Head Coach.

2) Coaches are not permitted, at any time, to be "friends", "followers" of any member of the Greater Philadelphia Aquatic Club on any social media site. If a swimmer elects to "follow" a coach on a site such as Twitter, the coach is obligated to inform the swimmer's parent/guardian and remove the swimmer as a "follower".

EXCEPTIONS: Swimmers are permitted to "like" the Greater Philadelphia Aquatic Club Facebook page. This page is only open to currently registered team members, coaches, and parents. The page is an open page where all communication on the site is viewable by all members of the group. Also, coaches of Senior 1, Jr. Elite, and Elite are permitted to maintain Twitter accounts for that practice group for the purpose of providing updates on that group ONLY. Coaches are not permitted to post any kind of personal information on this account. This account must be public knowledge to the group's swimmers and parents and cannot exclude current group member or parents in any way. Parents/guardians of current swimmers must be encouraged to follow the page.

Any instance of inappropriate behavior by a GPAC swimmer through the use of electronic means must be reported to the swimmer's parent/guardian and the GPAC Head Coach immediately. Any instance of inappropriate conduct by a GPAC employee by electronic means must be reported to the GPAC Head Coach or President of the GPACPA immediately.