

Westbrook Seals, Inc. (Seals Swimming) Policies and Guidelines

This guideline is established to define specific requirements and procedures regarding registration fees and forms, monthly dues, meet entry fees and the collection of these forms and fees.

Registration - Fees and Forms

In each of the following cases, the swimmer's parents, or swimmer if over the age of eighteen, must complete the on-line registration form. This form can be found under the Join the Team page at www.sealsswimming.org. This ensures your emergency contact information is available to the coaching staff, and your billing information is available to the Registrar. After completing the on-line registration form, print and complete the USAS registration form. The form must then be delivered to the Head Coach before the swimmer will be allowed to practice with the team. If the on-line registration form is incomplete, the swimmer will be placed on an ineligible list, which will prevent the swimmer from practicing, registering for meets, or participating in meets until the error is corrected.

Free Trial Period/New Swimmers

The Seals offer a free trial period to any new swimmer. The free trial must be completed during a one week period, according to the specific swim group schedule.

- Complete the on-line registration form, and select “Free Trial” as the group
- Complete a USAS Registration form, and deliver it to the Head Coach
- Upon completion of the Free Trial Period, discuss the group placement for your swimmer with the Head Coach, and then notify the Registrar (via Email) of group placement and join decision.
- Your account will be updated and charged on a prorated basis (first month minus the Free Trial Period), followed by full month dues on the first of the next month.

College Swimmers: Returning Graduates Summer Registration

- Notify the Registrar via email of your returning status one week prior to your intended return date.
- Complete the on-line re-registration (Re-registration link will be Emailed to you During April/May.) Select appropriate group.
- Your account will be charged on a prorated basis the first month, followed by full month dues on the first of the next month.
- If not already done, complete a USAS Season 2 Registration form, or full year registration form, and deliver it to the Head Coach.

NOTE – no swimmer will be allowed in the pool without a current USAS registration. NCAA swimmers should register as “Unattached”.

College Swimmers: Returning Graduates College Holiday Break Registration

- Notify the Registrar via email of your returning status one week prior to your intended return date.
- Complete the on-line re-registration. (Re-registration link will be emailed to you after you contact the Registrar.) Select appropriate group. Online re-registration will serve to update your emergency contact information.

• Your account will not be charged; there are no charges for Holiday Breaks.

• In addition, if your USAS registration has lapsed (typically 12/31 of your last registration), a new USAS registration form must be completed and delivered to the Head Coach before you can return to practice.

NOTE – no swimmer will be allowed in the pool without a current USAS registration. NCAA swimmers should register as “Unattached”.

Returning Age Group Seals

- Complete the on-line re-registration. (Re-registration link will be emailed to inactive Seals each month.) Select appropriate group.
- Your account will be charged on a prorated basis the first month, followed by full month dues on the first of the next month.
- If not already done, complete a USAS Registration form and deliver it to the Head Coach.

NOTE – no swimmer will be allowed in the pool without a current USAS registration.

High School Team Swimmers

Seals swimmers who wish to swim for their High Schoolteam have three options:

- *Swim High School Team only* - Notify the Registrar via email of your inactive Seals status prior to Dec 01 and notify the Registrar of your returning status after the HS season at least one week prior to your intended return date. When returning, complete the on-line re-registration. (Re-registration link will be emailed to you after you contact the Registrar.) Select appropriate group. Online re-registration will serve to update your emergency contact information. If your USAS registration has lapsed during the High School season, a new USAS registration form must be completed and delivered to the Head Coach before you can return to practice. During the High School season, swimmer will be considered "Inactive".
- *Swim High School Team and Part time Seals (Swim Shape Group)* - Notify the Registrar via email of your status change to part-time (Swim Shape Group) Seals status prior to Dec 01 and notify the Registrar of your returning full time status after the HS season at least one week prior to your intended return date. High School Swimmers who elect to swim part-time with the Seals during the High School season are allowed to participate in Swim Shape practices only. Swimmer may participate in any Seals attended meets.
- *Swim High School Team and Full time Seals* - No action necessary. Swimmer may participate in any regularly scheduled swim practices for their assigned group, may participate in Dry Land training and may participate in any Seals attended

FEES/PROGRAMS:

If a swimmer swims any part of the month then the whole month is charged, with the exception of the first month, which will be prorated, as well as April and September. The Registrar must be notified when the swimmer's status changes. Any special financial circumstances must be approved by the board. You may contact the Treasurer or any board member for more information.

Seals Swimming Programs offered 2013 – 2014:

White Group

The White Group is the first level that the Seals offer. The swimmer must have knowledge of all four strokes and be comfortable with swimming at least 8 lengths without assistance. In addition to fine tuning all four strokes, turns, and starts, the focus of the group is to introduce the swimmer to the training for the sport of swimming. The use of the pace clock and structured swim sets are introduced and used in the development of the swimmer. The age range is usually ages 7-10. There are four practices and a mentoring session available each week. Participation in Seals hosted meets is encouraged, and participation in other meets is determined by the swimmers, coaches, and parents.

Blue Group

The Blue Group is the second level that the Seals offer. Swimmers must have working knowledge of how to use the pace clock and be comfortable in structured sets. The focus is primarily on technique and efficiency in the water. This group is used as a feeder group for younger swimmers transitioning into Gold Group. The age range is usually ages 9-13. There are four practices plus a mentoring session available each week. Participation in Seals hosted meets is required, and participation in other meets is encouraged.

Gold I Group

The Gold I Group is the third level the Seals offer. Swimmers must be focused, determined and hardworking. Swimmers will do extensive work on technique and interval training and must be motivated to consistently improve. The age range is usually ages 11-14. There are five practices plus a mentoring session available each week. Participation in meets is required.

Gold II Group

The Gold II Group is the fourth level the Seals offer. The primary focus of this group is to prepare swimmers for the demanding training regimen of the Senior group. As in the Gold I group, swimmers must be focused, determined and hardworking. Swimmers will do extensive work on technique and interval training and must be motivated to consistently improve. The age range is usually ages 12-15. There are six swim practices and three dry land training sessions available each week. Participation in meets is required.

Senior Group

The Senior Group is the fifth and highest level that the Seals offer. This group is for highly focused Swimmer's whose goal is to reach the highest levels of swimming they can achieve. Though time is spent on technique, the focus of the Senior group is a highly aggressive training regimen. This group is for hardworking and highly educated swimmers. There are eight swim practices and three dry land training sessions available per week. Attendance at all practices is mandatory. Participation in meets is required.

Swim Shape Group

The Swim Shape Group is a new group started in the Spring of 2011, geared toward high school swimmers. This group offers stroke instruction and technique training in a non-competitive environment. The program meets three times per week for 1.5 hours each session. Swimmers may also participate in the Seals weekly mentoring sessions if desired. Participants are required to register with USA Swimming. Competing in meets is not required, but is an option, if desired.

Dryland Dues:

Gold II and Senior groups have the opportunity to receive dryland/strength training. Dryland dues are in addition to regular swim dues. If a swimmer participates in drylands during any part of the month, the entire month is charged in full. It is Seals policy that swimmer must be an active member of Seals to participate in dryland training.

Meet Fees:

All meet fees incurred by swimmer will be charged to swimmer's account at the closing date of meet sign up. Meet sign-up constitutes an agreement to pay associated meet fees. Meet fees may include event entry fees, and surcharges (if applicable). Individual charges for relay entries will be charged to a swimmer's account. Registered Seals swimmers who are currently inactive (i.e. swimming High school) may participate in

local meets with the coach's approval, but will be charged a \$25.00 meet surcharge. Meet travel fees (coach expenses) are covered by the Seals and are not charged to the individual swimmers, with the exception of approved upper level championship meets (not including MSI championship meets). For these exceptions, Seals pays for 50% of all coach travel expenses. The remaining 50% of expenses are divided equally among the participating swimmers. Travel costs include coach expenses such as meals, vehicle rental, mileage, gas, tolls, lodging. Meet sign-up constitutes an agreement to participate in the meet and/or to pay associated meet fees, even if the swimmer later chooses not to attend.

Seals Registration:

\$30.00 annual fee per family (due at registration). Waived for City of Westbrook residents.

USA Registration:

\$60.00 annual fee due at registration.

Sibling Discount:

More than one child in family swimming – 1st child pays full dues, each additional child receives \$10.00 off monthly dues.

Communications:

Email, website and automated messaging system are all used to communicate pertinent information to swimmers and families. The automated messaging system is utilized as a first means of communication to convey urgent and important messages to families, e.g. pool closure. It is the family's responsibility to check their Email, voicemail, and Team Unify account page regularly for communications and billing information. List up to two phone numbers to receive automated voice messages; one phone number is mandatory.

Monthly Billing and Collection of Moneys

The Seals' dues structure is set up on a monthly basis. In general terms, the first month of swimming is prorated, followed by full monthly dues on the first of the next month. All billing is completed through Team Unify. This includes monthly dues, plus any meet entry fees, and/or surcharges incurred in the previous month. Team Unify provides an easy payment method via credit, debit, or prepaid card. Payment via electronic method is mandatory. If there are special circumstances that require other forms of payment, then you must contact the Treasurer and make those arrangements.

Notification and Responsibilities of Each Party

- **Parents** - All members receive an email notification regarding the charges to your account on or near the fifteenth of the month prior to the month of charges. You are expected to make a good faith effort to pay your dues and fees in a timely manner, which means the first day of the month. If you have not made payment in full by the first day of the month, or the first following Monday if the first falls on a weekend, you must call the Treasurer and make a payment plan, or your child will not be allowed to practice, register for meets, or participate in meets until their accounts are paid in full. It is your responsibility to notify the Treasurer of any payment issues in a timely manner.
- **REMEMBER** to update the expiration date of your credit/debit card before the first of the month, or your card will be rejected causing your swimmer's name to be placed on the ineligible list.

- If a rejection occurs, you will be notified by email from the Registrar. Once you have corrected the error, you must notify the Registrar that the error is now fixed. At that time your swimmer will be allowed to return to practice.
- **Treasurer/Board of Directors** - It is the responsibility of the Treasurer/BOD to handle all money related issues with the members.
- **Head Coach and Coaching Staff** - Working from information provided by the Treasurer/BOD, it is the responsibility of the Head Coach to ensure that ineligible swimmers are not practicing, competing in meets, or registering for meets.

Delinquency

- This policy is put in place to limit the debt risk to the Seals to the current month, and meet fees from the past month. Repeat offenders will be restricted from entering meets unless meet entrees are prepaid. The Treasurer may elect to introduce an escrow account to address these delinquency issues.
- If payments are being made on a quarterly basis, or other special arrangement agreed upon by the Treasurer, and approved by the BOD, then there must be an advance payment equal to one month, or the agreed upon term, plus anticipated meet fees in escrow.

Leaving the Seals with a Balance Due

If a swimmer leaves the Seals with a balance due, the swimmer will be given one month to make payment in full. If the swimmer fails to provide payment, or negotiate a payment plan with the Treasurer, the delinquent account will be turned over to a collection agency. In addition, the swimmers name and contact information will be turned over to Maine Swimming, Inc. along with the balance due information. This will serve as notification to all clubs in Maine of the delinquent account, and typically prevents an indebted swimmer from joining any other club until the debt is repaid.

Whistleblower Policy

General

The Westbrook Seals Swim Club Code of Ethics and Conduct (“Code”) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Westbrook Seals Swim Club, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Westbrook Seals Swim Club prior to seeking resolution outside the Westbrook Seals Swim Club.

Reporting Violations

The Code addresses the Westbrook Seals Swim Club open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone on the Board of Directors or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Westbrook Seals Swim Club Safety Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Westbrook Seals Swim Club open door policy, individuals should contact the Westbrook Seals Swim Club Safety Officer directly.

Safety Officer

The Westbrook Seals Swim Club Safety Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the Coach and/or the audit committee. The Safety Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Westbrook Seals Swim Club Safety Officer is the chair of the audit committee.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Safety Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Safety Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Release from Liability

The swimmer parent/guardian shall agree to the following waiver:

I, the parent/guardian of the swimmer named below, agree both to allow him/her to participate in any meets or practices sponsored by the Westbrook Seals and that he/she will abide by the rules of the Club and of USA Swimming, recognizing the potential for physical injury associated with swimming. I hereby release, discharge, and/or indemnify Seals and USA Swimming from any claim by or on behalf of the athlete as a result of his/her participation in Club practices and/or USA sanctioned swim meets. In addition, I give consent for emergency medical care prescribed by a duly licensed doctor or dentist which may be necessary to preserve the life, limb or well-being of my dependent.

I authorize my child's photograph(s) and first name only (if any) to be posted on the Seals website and in promotional publications.

I agree to have my contact information shared with other team members for the greater purpose of the team such as volunteering and carpooling.

Further, I (we) have read the Code of Conduct (two documents within the handbook posted on the website (www.sealsswimming.org)) and agree to adhere to the Seals team policy at all times.

Parent/Guardian Signature _____ Date: _____

Swimmer Name: _____