

TEAM FOXJET USA SWIMMING CLUB



HANDBOOK, POLICIES & PROCEDURES

TABLE OF CONTENTS

Team History	3
Organizational Overview	3-4
Group Structure	5-6
Communication	7
Representing Team Foxjet	8
Financial Information	9
Volunteer Hours & Meet Fees	10
General Operations & Best Practices	11-13
Time Standards	13
Meet Information	14-15
Team Apparel and Equipment	16
Website Account Information	16
Enclosure (1) Code of Conduct	

HISTORY

Founded in 1979, Team Foxjet has grown steadily and has emerged as one of the nation's top swimming programs. Today the club trains around 400 swimmers annually at four facilities with a full coaching staff of experienced professionals.

Guided by Head Coach Jason Roberts' vision, enthusiasm and knowledge of swimming, Team Foxjet continues its tradition of excellence with 27 Minnesota State Championships and a strong National Team. Throughout its history, the club has had 20+ US Olympic Trials qualifiers, 40+ National Qualifiers, and 100+ Junior National Qualifiers.

Team Foxjet was founded in Prior Lake but moved to Eden Prairie shortly thereafter. By the early 1980s, the team dominated Minnesota swimming and routinely placed in the top 10 at national meets. Two Foxjet swimmers from this era, Susan Rapp and Trina Radke, swam for the United States in the Olympic Games.

ORGANIZATION & AFFILIATION

Team Foxjet is a year-round age group and senior swim team registered in the Minnesota Swimming, Inc., a Local Swim Committee (LSC) of United States of America Swimming. Team Foxjet offers year-round competitive swim training with specialized groups for beginners to the elite levels. Since 1979, the team has trained thousands of swimmers, making Team Foxjet one of the most historic and respected programs in Minnesota Swimming.

MISSION

Inspire, educate, and equip for excellence in swimming and life

Core Values

Integrity- We do what we say we are going to do. We operate on a basis of mutual trust and respect. The coaching staff will interact with athletes and individuals who act with honesty and integrity. Parents trust the coaching staff to act in the best interest of the team and its athletes. Athletes will place honesty above all else when interacting with coaches, teammates, and parents.

Family-We are a family that comes together around the sport of swimming. We support each other in both success and failure. Every individual has an important role to play. We respect teammates, opponents, parents, coaches, and officials. We represent Team Foxjet in all that we do and act accordingly as a responsible member of the swimming community.

Attitude- We are passionate about the sport of swimming. We are intensely focused on excellence through repetition, hard work, discipline, and positive attitude. A positive attitude is the only acceptable one. We encourage and embrace risk-taking and as a result learn to handle both success and failure with confidence and grace. We realize that through commitment to a common purpose anything is possible.

Ambition-We set extremely high goals and work hard to achieve them. Our athletes understand that ambition without resilience and perseverance is only wishing. We strive for the highest level of personal achievement and recognize those athletes who attain high standards. We do ordinary things extraordinarily well.

COMPETITION

Team Foxjet engages in a multi-level, progressive/developmental competition program within USA Swimming. Like the training program, the competition program provides challenging, process-driven competitive situations for swimmers of all ages and abilities. The following is an overview:

- 1.** Team Foxjet emphasizes competition with oneself. Winning awards is not the main goal. Individual improvement, while enjoying the sport, is the primary objective.
- 2.** Sportsmanlike behavior, acting as ladies and gentlemen, is of equal importance to improved performance. Respect for officials, congratulations to opponents and teammates, determined effort, and a mature attitude are examples of behaviors praised and rewarded by the Foxjet coaching staff.
- 3.** It is the coach's job to praise achievement, offer constructive critique, and give feedback/acknowledge the technical aspects of a swimmer's performance. It is the parent's responsibility to provide unconditional love, support, and encouragement, which bolster the swimmer's confidence. Mutually-supportive and well-defined roles for both coach and parent help send the most positive and consistent message to swimmers.
- 4.** Swimmers are taught to set realistic, yet challenging goals for meets and to relate those goals to practice efforts and skills.
- 5.** Swimmers are prepared to compete in all swimming events, distances, and strokes. This preparation promotes versatility and encourages swimmers to explore their potential in the wide range of events offered in competitive swimming. Additionally, training and competing in all of the strokes and distances has been scientifically proven as the single best means to increase the likelihood of success/career opportunities in the sport of swimming

GROUP STRUCTURE

Groups are structured so that swimmers will practice with their age and ability peers. Since the coaches also consider attitude, work ethic, attendance, maturity level and practice ability in placing the swimmers, there might be exceptions to the general guidelines listed below.

TEAM LEVELS

Developmental Groups

- ISM After-School
- Minifox
- Red Groups
- Bronze Groups

Senior Developmental Group

- Senior Group

Elite Groups

- Silver Groups
- National Age Group
- National Prep
- National Senior Group

GROUP ASSIGNMENTS

New swimmers are skill-assessed/placed during one of the seasonal Open Houses (September or April, depending upon the season). Swimmers who are unable to attend an Open House may also schedule an individual appointment with a member of the coaching staff for a skill assessment. All swimmers must be placed in a training group level by a member of the coaching staff.

Swimmers are designated to move to another group by their group Lead Coach. Typically, such moves will be announced and implemented between seasons. Decisions regarding group moves are based upon both the specific group descriptions/parameters listed on the website, as well as the recommendation of the current Lead Coach.

ELITE GROUP SEASON RESTRICTIONS

Swimmers who swim in National, National Prep, National Age Group and Silver 2 are not allowed to swim as a “seasonal” participant. All swimmers must commit to the respective group as a year-round participant (Spring, Summer, Fall and Winter).

Members of Silver 1 who chose to take a season off are not guaranteed a spot in Silver 1 or Silver 2 upon returning to the club.

COMMUNICATION

With a team the size of the Team Foxjet, regular communication between Board of Directors, coaching staff and parents is necessary for the team to be successful.

- **Weekly newsletter** – Once a week, the coaching staff will email a newsletter with important details.
- **Email** – Coaches will send out information that relates to their groups periodically throughout each season. Parents are encouraged to check email frequently and keep staff informed of any changes of address.
- **Web Site** – Parents are encouraged to check the website often (sign in with username and password to view all pages) <http://www.teamfoxjet.com>
- **Coaches** – Open communication with the coaches is encouraged. Coaches may be reached by email, which are posted on the website on the Coach Page. Parents and spectators are asked to be considerate and **not approach the coaches during the conduct of practice.** The coaches need to keep their attention focused on those in the water.
- **Steps to Communicate a Swimming Concern or Question**– Parents are required to communicate their concerns/questions first directly to their group coach. If the concern is not resolved with the group coach, then parents should discuss it next with the Head Age Group Coach, then Head Coach, and if necessary, the Board of Directors. This process is necessary to promote open communication, mutual understanding of the issue and respect for the coaching staff.
- **Steps to Communicate a Non-Swimming Concern or Question** – Parents with questions or concerns regarding accounts, billing, apparel or other administrative matters should contact the applicable resource within the Coaching Staff or Board of Directors. Most administrative matters relating to membership, billing or enrollment can be addressed by the Head Age Group Coach & Team Administrator. Apparel, volunteering and other non-account matters can be handled by members of the Board of Directors. Each Board Member has a functional area of responsibility. Contact information for the Board of Directors can be found on the team website.

REPRESENTING TEAM FOXJET

Swimmers are expected to act appropriately when practicing, competing, traveling or attending team functions. Swimmers need to understand that no matter where they go (practice, swim meets, schools) that once a member of Team Foxjet, they represent the team and fellow teammates at all times.

- **Code of Conduct** – All members of Team Foxjet are subject to the Team Code of Conduct. During registration for every season, members must e-sign and acknowledge subscribing to this Code. A copy is included as Enclosure (1) of this handbook.
- **Swim Meets** – Athletes and Coaches dress in team apparel, team suit, team cap and team shirt. For designated meets, a particular shirt color/sequence will be selected. National Team, State Team or other specialized apparel will be assigned by the coaching staff.
- **Parent Involvement** – Parents are a vital source of support for swimmers, coaches and the team effort in general. Parents are encouraged to sit together at practices and meets, positively share information, cheer for everyone and enjoy being members of Team Foxjet.
- **Promoting Team Foxjet** – Relating the positive experience of membership to others, members of the community, neighbors, family and friends is an important aspect of team support. Potential future members are nearly always connected by word of mouth. Members of other USA Swimming Teams however, may not be recruited or solicited. USA Swimming prohibits recruitment of any kind.
- **Facility Stewardship** – Eden Prairie Community Center (EPCC), Oak Point (OP), International School of Minnesota (ISM) and Richfield Municipal Pool (RICH) are Team Foxjets primary training facilities. Facilities/staff will always be treated with respect. Team Foxjet does not own these facilities (the team rents lanes) and the reputation of the team is at stake every day. All members are expected to conduct themselves as good citizens.
- **USA ATHLETE PROTECTION POLICIES & RULES** - Protecting our young athletes is all of our responsibility, as coaches, volunteers and parents. In order to create a positive experience and a safe environment for athletes, USA Swimming's Code of Conduct provides specific, mandatory policies that must be followed at all levels of the organization. Policies are enforceable by the National Board of Review process. Consequences for breaking a policy include but are not limited to, revocation of membership.

FEES AND FINANCIAL INFORMATION

Each family has an account with Team Foxjet, held online via the team website. Custodial parents are the account holders. Swimmers – aka “members” – are held within the account. All fees for the swimmers are billed to the account. It is the parent(s) responsibility to log into the account regularly, both to view outstanding balances and check on team news. Many important announcements and some team pages are only visible after signing into the website.

BALANCES DUE & INVOICES

Accounts may be paid with cash, check or credit card. When registering for the season, a credit card will be required for the account. All accounts must have a credit card, even if the family wishes to pay via cash or check. On the 21st of each month, a “Billing Summary” will be emailed to each member family, detailing the upcoming balance due by the end of the month. The Billing Summary includes a 3.2% credit card transaction fee. If the family pays via cash or check before the end of the month, the credit card transaction fee will **not** be applied. If the family does not wish to pay via cash or check, when the Billing Summary arrives, no action is necessary and the credit card on the account will simply automatically be charged (including the credit card transaction fee).

If an account balance becomes more than 30 days past due, the swimmer(s) will not be able to participate in the Team Foxjet program until the account is paid in full. Swimmers who show up for practice unregistered, or with account balances overdue, will be unable to swim.

REGISTRATION & PAYMENTS

By USA Swimming rule, all swimmers must be registered as Athlete Members of USA Swimming. This process is found online on the team website. The fee associated with online registration pays the USA Swimming Athlete Membership fee (none of this fee goes to Team Foxjet). During the Fall-Winter Season, this fee pays for a full year of USA Swimming membership, good for both Fall-Winter and Spring-Summer seasons. In the Spring-Summer season, new members pay a lower fee for a prorated “seasonal” USA Swimming membership that is good through August 31. In the Spring-Summer Season, returning members from Fall-Winter will simply have their registration fee applied toward their first Dues payment.

Payment options and enrollment options are detailed during the online registration process. All new swimmers have two weeks at the outset of the season to decide to withdraw, at no charge. Beyond the first two weeks, Dues relief will be prorated at 50% per week, for the number of weeks remaining in the season (for example, withdrawing with 10 weeks remaining means 5 weeks of Dues relief). Date of withdrawal is determined by the **date of notification** of the withdrawal, not the date of last attended a swim practice or meet. Exceptions are medical issues or relocation, which will be handled on a case-by-case basis.

Accounts with checks returned “non-sufficient funds” will be charged \$30.00.

VOLUNTEER HOURS & FEES

New families have no volunteer obligation, nor Volunteer Deposit, in their first season on Team Foxjet. Members of the ISM After-School group, Minifox or College swimmers also have no volunteer obligation, nor volunteer deposit. New families are encouraged to be involved, however any volunteer hours worked do not roll over to future seasons.

Families returning for their second season as members of Red Group 1, Red Group 2, Age Group Bronze 1, Age Group Bronze 2, Age Group Silver 1, Age Group Silver 2, National Age Group, Senior Group or National Senior Group will be assessed a one-time Volunteer Deposit of \$320.00, as well as incur a seasonal volunteer obligation of 16 hours. The volunteer hours are the same per family (16) regardless of the number of swimmers in the family. If the family meets the volunteer obligation, no further volunteer fees are paid. If the family has a shortfall in volunteering in a particular season, a fee of \$20.00 per hour of shortfall will be assessed at the conclusion of the season, to bring the Volunteer Deposit back up to \$320.00.

Families will not incur the volunteer hours' obligation (or fee) during seasons in which the family has no active swimmers.

Upon eventual departure from team, the Volunteer Deposit of \$320.00 is returned via hard check.

MEET FEES

Team Foxjet must pay the entire team entry fee when submitting entries to other clubs. Therefore, **meet fees are non-refundable after the deadline to sign up for the meet has passed.** Once a swimmer is committed to a meet and the deadline has passed, no refunds are possible. Meet fees will be posted to accounts immediately after the deadline. Even if the swimmer becomes ill, refunds are not possible.

HOTEL CHARGES

For swimmers attending away meets that require team travel and overnight lodging as a team, swimmers will be assigned roommate(s) by gender and will be billed accordingly. As a matter of contractual obligation, if a swimmer withdraws from team travel for any reason after the deadline to sign up has passed, the account will still be charged if Team Foxjet cannot secure relief from the hotel room block contract.

GENERAL OPERATING PROCEDURES

Team Foxjet offers two swimming seasons per year, which align with USA Swimming championships and Minnesota Swimming championships. Fall-Winter Season is early September through late February (or early March). Spring-Summer Season is early April through late July (or early August). The practice schedule and meet schedule for each season can be found on the team website. Minifox 1 and Minifox 2 offer multiple sessions through the calendar year.

SWIMMER MEDICAL CONDITIONS

If a swimmer has a medical condition (physical or behavioral) which could result in coach care during an athletic activity, it is the parent(s) responsibility to set up a meeting with the swimmer's primary coach to educate the coach on the condition, symptoms and necessary actions. During the online registration process, parents should fill in the appropriate information in the "Medical Information" section of the online form.

CONDUCT OF SWIM PRACTICE

Swimmers should be on the pool deck, dressed and ready to get in the water 10 minutes before practice begins. Coaches will start organizing swimmers, giving instructions and generally preparing the group for practice before they get into the water and thus, if swimmers are late they may miss important information. If a swimmer is to arrive late (or leave early) from a practice, parents should contact the coach in advance. Just like the school classroom setting, the pool "classroom" is difficult to manage and teach effectively with swimmers arriving and leaving during the practice. Advanced notice to the coach makes such exceptions far more manageable.

Swim bags should be placed in locked lockers (at those facilities that will allow locks). Most of the facilities that Team Foxjet utilizes have lockable lockers. Locks cannot be kept on lockers overnight, but certainly may be used during practice. If the swimmer does not have a lock, swim bags should be brought into the venue, visible to coaches and swimmers, but out of the way of team activities. Designated areas for swim bags will be assigned at each facility.

Swimmers are expected to give complete attention to their coaches at all times. They should refrain from excessive talking so that they and their teammates are able to hear the coaches and follow instruction. Swimmers should use care with all equipment. As in school, proper behavior is expected. Unruly conduct will result in disciplinary action. Parents should keep in mind that practice is for the swimmers and not a time to resolve issues with the coaches. As outlined in the section "Communication", there are other methods for addressing the coaches.

PRACTICE SCHEDULE

The seasonal practice schedules are posted on the team website. Note that some groups may begin practicing (and finish practicing) on different dates from other groups, based upon age, ability level, meet schedule and/or pool availability. Swimmers may **not** practice with a group other than their own. Training group schedules, particularly in relation to group size/lane space, age and ability do not have the flexibility to accommodate swimmers from other groups. Exceptions to swim with another group may only be granted by the Head Coach, and only then for athletic reasons deemed necessary (versus personal schedule challenges). Team Foxjet offers substantial weekly practice days/options for all groups, which exceed the weekly number of recommended practices for each group.

Variances from the normal practice schedule will be posted on the Monthly Calendars, which are posted on the team website. The Monthly Calendar will also contain important information about meet entry deadlines, changes to the time/location of practices, cancellations and special events. The Monthly Calendar is an important day-by-day accounting of team activity. The weekly newsletter will also have details about important upcoming events. The monthly calendars are available as a downloadable file on the website.

FACILITY USE GUIDELINES

Food, gum, snacks and other non-drink consumables are not permitted on deck. Sports drinks or water (best!) are encouraged to bring on deck and use throughout practice. Closed containers for drinks are required at all facilities. No glass of any kind is permitted at any facility. All swimmers, parents, family and friends must adhere to all facility use policies. Instructions from posted placards or directly from staff members must be followed. Team Foxjet is subject to the supervision and rules of each facility. Swimmers will be expected to pick up all trash and all swim gear, clearing the deck of all objects, before departing practice. In cases where lane lines or other swim training equipment must be stowed, swimmers will jointly participate in stowing such gear.

Parents, family members, friends and other spectators are not permitted on deck (USA Swimming Rules). The deck is defined as all space from the edge of the pool itself to the nearest wall or fence. While we welcome spectators at all practices and meets, viewing must be done only from the assigned spectator areas, bleachers, viewing windows, etc. Parents are asked to refrain from signaling, verbalizing or otherwise attempting to capture the attention of their child during the conduct of practice or during a swim meet when the coach is working with the swimmer.

INCLEMENT WEATHER

If a cancellation/modification of practice occurs due to inclement weather, three methods of communication will be utilized: **website news announcement, email and text message**. The decision to cancel/modify a practice rests with the coaching staff. Whenever possible, that decision will be made at least two hours in advance of a practice. Parents are strongly encouraged to enter an SMS (cell phone) number into both their account **AND** the swimmer account so that any text message announcements are received. During periods of inclement weather, it is advisable to frequently check the website, email and cell phone for announcements. Please note that coaches will not be expected to respond to proactive questions/communications regarding weather cancellations – the team is far too large to individually respond to emails or text messages in these cases. Rather, families are encouraged to keep watching the website news, email and cell phone.

Summer storms affecting outdoor practices and/or meets are an exception to advanced notice – those cancellations/modifications may occur on the spot, with little or no notice. A storm could pass through and a few minutes later, swimming may be possible. During summer days of potential weather, families are encouraged to closely watch the website, email and cell phone for notifications.

Team Policy: Practices and meets may continue in the rain or cold, but not during lightning. Lightning will result in a delay or cancellation.

ATTENDANCE

Most groups do not have attendance requirements; however the coaches will suggest the number of recommended practices each group. Practice is the building block to success. Success will not come without dedication and dedication starts with regular practice attendance. For swimmers to progress from one level to the next a commitment to practice schedules must be met. Swimmers seeking to advance to performance groups with attendance requirements will be evaluated on past attendance in their previous seasons, with their current group, as actual history of participation is the greatest predictor of future commitment.

TARDINESS

As referenced in the section "Conduct of Practice", swim practices and meets are the team's "classrooms", where pool time is at a premium and instruction takes place in a group setting. Team Foxjet expects all swimmers to be on time, which means arriving on deck 10 minutes before the swim activity begins, to maximize the actual swim time allotted. Swimmers who are continuously late not only distract the coach and group, but are also being disrespectful by virtue of not prioritizing timeliness. Continuously late swimmers will be addressed with a notification and/or meeting with their group coach, parents and Head Coach to discuss remedies.

LATE PARENT PICK-UP

At Team Foxjet the safety of your child is our primary concern. This includes in the water and out of the water. Late pickups create potential unsupervised situation and put children and the integrity of the program at greater risk.

Chronic late pick-ups will be up for review by the board of directors. Please be considerate of our staff in following the program times. If a parent or authorized adult will be late, it is their responsibility to notify the lead coach as soon as possible.

We understand that emergencies arise. We also understand that traffic can be challenging or hectic, but expect all children to be picked up on time. Traffic issues do not excuse possible consequences. When your child is picked up late, our coaches are required to remain working, therefore, unable to attend to commitments outside of the pool.

Parents should plan to be at practice before the end of the practice. Swimmers will be expected to be out of the locker rooms within 15 minutes of dismissal from practice.

TIME STANDARDS

USA Swimming and Minnesota Swimming have time standards by which to categorize the performance of athletes. USA Swimming has six time standard levels: "B", "BB", "A", "AA", "AAA", "AAAA". Minnesota Swimming adds "C" and "Champ" standards to this list. Some meets have time standards to enter, some do not. Championship meets always have a time standard for entry. The Minnesota "Champ" time standard is utilized to qualify for the State Meet. The USA Swimming "AAA" time standard is used to qualify for the Central Zone Meet (the next level above State Meet).

Special national, sectional or regional meets will have special time standards, not associated with the time standard progressions listed above. Special standards for national, sectional or regional meets are set separately so that clubs from anywhere in the country can readily identify the standard.

REGULAR SEASON SWIM MEETS

Coaches will recommend meets that swimmers in their group should attend. These meets are for the benefit of the group and the individual swimmer, and are important to maintain team unity and spirit, which enhances the competition skills of each swimmer. The best way for a swimmer to evaluate themselves and their progress is through meet participation. If signed up for a meet, the swimmer must pay a fee for each event he/she wants to swim, or a flat fee, depending upon the meet. Costs are detailed in the meet information, which is linked from the event page on our website. Once an entry is confirmed and the deadline has passed, fees are not refundable.

SWIM MEET SIGN-UP PROCEDURE

Sign-ups for swim meets are done online on our team website under “Meets/Events”. Some meets will have the option to make individual event requests, others will simply be “Yes/No”. Regardless of the event sign-up methodology, coaches have the final decision regarding all events/entries. . Swimmers who do not indicate any limits to their availability will be entered in the maximum number of days (as qualified) for a particular meet. If the swimmer is not available for a given day, parents must indicate as such in the “Notes” section of the entry commitment panel. All swimmers who are entered on a particular day will be automatically considered eligible and/or selected for relays on that day.

Swimmers are not permitted to enter swim meets that are not on the meet schedule. Entering meets in this manner does not follow our teams competitive plan and swimmers would be at a disadvantage without a coach present.

TIME TRIAL / OPEN LANE PROCEDURE

Open Lane Swims, Time Trials and Swim-Offs are very unique situations. Open lane swims are only available to swimmers if a swimmer has limited entries due to time standard restraints. If host club is offering open lane opportunities, our coaching staff will determine if a swimmer should enter open lanes. Some meets will offer Time Trials. Swimmers are not permitted to scratch an event they were already entered in order to time trial another event. If a swimmer needs to time trial an event, the swimmers lead coach will make this decision based on meet performance. Swimmers who are limited to in entries due to time standards may be offered time trials on travel meets.

CHAMPIONSHIP MEETS

By definition, championship meets are those meets which culminate a season. Swimmers at all training levels of the team are expected to compete in the highest level achieved championship meet determined by the coaching staff. A few championship meets may occur during a season, but most occur at the end of the season. The three levels of championship meets offered in Minnesota are the Minnesota Achievement Championships (“C” or “B/C” level, depending on the season), Minnesota Regional Championships (“B”/ “BB”/“A”, or just “BB”/“A”, depending on the season) and the State Championships (“Champ” times and faster). Coaches will inform swimmers if they should consider multiple championship meets, if their qualification level spans several championships.

The goal of Team Foxjet is to score as many points as possible, having the greatest possible team and individual success at all championship meets. The coaches will determine what events (individual and relay) the swimmer will swim. For Prelim-Final format championships, the team expects that anyone who qualifies for consolations or finals will swim as qualified – there will be no scratching without coach

permission. If a swimmer is permitted to scratch, the coach will inform the swimmer of proper scratch procedure.

The coaches will enter as many relays as possible at the championship meets. Relays score double the points of individual swims. While a swimmer may not possess the required time standard to swim individual events on a given day of a championship meet, the swimmer may still be placed on a relay. Swimmers are reminded to double-check relay assignments and ensure their presence for the relays. Times can change during the course of the championship meet; swimmers can be added or removed at coach's discretion. Swimmers will be made of aware of this policy leading into championship season.

Relays are built using the best times during the course of the current season. There will be times that coaches make a decision to add a swimmer to a relay that has a slower time than others. This happens because swimmers did not swim a tapered race in the event for the relay while others were given the chance. (Example: A swimmer who swam at MRC's tapered bypassed a swimmer who was already qualified for a full slate of events at State Championships.) This will be a coach's decision.

MEET GUIDELINES

Just like practice, swimmers are expected to be on deck and ready to swim at least 10 minutes prior to the start of the scheduled warm-up period. Warm-up periods and session timelines will be posted on the team website in advance of the meet. Not only does timeliness result in a proper warm-up, the coaches need to take attendance, submit relay cards and account for all swimmers. Timeliness is very important for a successful meet. Swimmers may be removed from relays due to tardiness.

Swimmers must talk to their coach before and after each race. This is one of the most important ways a swimmer will learn to compete and rely on the professional expertise of the coach. The check-in with the coach also ensures that the swimmer does not miss a race. Parents are asked to help in reminding swimmers about checking in with the coach. With the size of Team Foxjet it is impractical for coaches to be responsible for swimmers getting to the coach and blocks on time. All team members are encouraged to cheer for every member of the team. Cheering helps everyone enjoys the meet and teaches swimmers the importance of team spirit and comradeship. This is an important life lesson about supporting others.

Regardless of weather or indoor structure, swimmers should wear warm clothing, shoes and bring plenty of spare towels and dry clothing. Every swimmer should have some type of swim bag with a routine stowage of proper gear. Routines are important to avoid forgetting items. Swimmers will be in contact with many different environments during a meet – warm clothing will help protect them from the ill effects of moving between the pool and non-pool spaces. Shoes (or quality sandals with non-skid soles) are important to avoid falls. Proper nutrition and hydration are also key components to support the swimmer. Many good tips about nutrition can be found on the team website "Nutrition" page.

UNCONDITIONALLY SUPPORTING THE SWIMMER

Regardless of their place in a particular event, or if they get their best time, swimmers need the same encouragement, support and approval from parents to demonstrate to the unconditional love that already exists in the family relationship. Showing disappointment in a swimmer's performance, as with any youth sporting event, only further raises the stakes for what should be a process-driven (rather than outcome-driven) experience. Youth athletes will go and up down with their performances, with many variables in play for each meet. This is not professional sports – these are children, developing life skills, learning how to face adversity and overcome obstacles in a physically tough, publicly timed, publicly-viewed arena. Parents can help bolster confidence and positive growth by having the same reaction to a great race/meet as the not-so-great race/meet. The coaches will take care of the teaching and accountability if the swimmer needs correction, as well as the praise and reinforcement when the swimmer demonstrates great skill.

TEAM APPAREL & TRAINING EQUIPMENT

Team Foxjet is sponsored by Speedo. Swimmers and coaches should wear suits and apparel only from Speedo. Every swimmer should wear a team shirt to each day of a swim meet. Team caps are the only caps permitted at practice and at meets. Team Foxjet encourages members to purchase other custom team apparel such as parkas, jackets and swim bags. These are available through Elsmore Aquatic, which has a link on the team website. Elsmore Aquatic is the official supplier for Team Foxjet. Details about their shops and products are available through the link on the team website. Apparel is available during team fittings, swim meets, online and at convenient retail locations throughout the area.

Equipment bags and all training gear must have the swimmer's name clearly marked. Alcohol pen or other form of permanent marker is strongly recommended. As wear and tear on gear increases, "refreshing" the marked name will be important. Below listed are the training gear items by group:

ISM After-School	Age Group Prep
Swimsuit	Swimsuit
towel	towel
goggles	goggles
	Speedo Fins - Suggested
MINIFOX 1 AND MINIFOX 2	Speedo Jr. Kickboard - Suggested
Swimsuit	Speedo Equipment Bag - Suggested
towel	
goggles	Bronze 1
Speedo Fins - Suggested	Swimsuit
Speedo Jr. Kickboard - Suggested	towel
Speedo Equipment Bag - Suggested	goggles
	Speedo Fins
Red Group 1 & 2	Speedo Jr. Kickboard
Swimsuit	Speedo Bullet Head Snorkel or Finis Swimmer
towel	Speedo Equipment Bag
goggles	
Speedo Fins - Suggested	Bronze 2
Speedo Jr. Kickboard - Suggested	Swimsuit
Speedo Equipment Bag - Suggested	towel
	goggles
	Speedo Fins
	Speedo Jr. Kickboard
	Speedo Bullet Head Snorkel or Finis Swimmer
	Speedo Jr Pull Buoy
	Speedo Power Paddle or Finis Agility Paddle
	Speedo Equipment Bag

Silver 1	Senior Group
Swimsuit	Swimsuit
towel	towel
goggles x 2	goggles x 2
Speedo Fins	Speedo Fins
Speedo Jr. Kickboard	Speedo Kickboard
Speedo Bullet Head Snorkel or Finis Swimmer	Speedo Bullet Head Snorkel or Finis Swimmer
Speedo Jr Pull Buoy	Speedo Pull Buoy
Speedo Power Paddle or Finis Agility Paddle	Speedo Power Paddle or Finis Agility Paddle
Speedo Equipment Bag	Monofin - Suggested
	Speedo Equipment Bag
Silver 2	National/National Prep
Swimsuit	Swimsuit
towel	towel
goggles x 2	goggles x 2
Speedo Fins	Speedo Fins
Speedo Kickboard	Speedo Kickboard
Speedo Bullet Head Snorkel or Finis Swimmer	Speedo Bullet Head Snorkel or Finis Swimmer
Speedo Pull Buoy	Speedo Pull Buoy
Speedo Power Paddle or Finis Agility Paddle	Speedo Power Paddle or Finis Agility Paddle
Speedo Equipment Bag	Monofin
Monofin	Speedo Equipment Bag
National Age Group (NAG)	
Swimsuit	
towel	
goggles x 2	
Speedo Fins	
Speedo Kickboard	
Speedo Bullet Head Snorkel or Finis Swimmer	
Speedo Pull Buoy	
Finis Agility Paddle	
Strokemaker #1 Green Hand Paddles	
Monofin	
Speedo Equipment Bag	

WEBISTE ACCOUNT INFORMATION - ONLINE BILLING AND PAYMENTS

Team Foxjet is a completely “virtual” organization – with all club business conducted online, with the exception of meetings of the Board of Directors and/or the coaching staff. Seasonal registration, billing, payments, meet entries, special events and swim meet times are all managed online on the team website.

When joining Team Foxjet, the custodial parent(s) create an account which will contain “members” (athletes). Placing a credit card on the account is required, even if planning to pay by cash or check. This is a security policy, established by the Board of Directors. Parents are encouraged to sign into the team website regularly, check all categories within “My Account” and generally stay current on team activities.

Each month, the members (athletes) will be billed for their outstanding fees. On the 21st day of each month, “Billing Summaries” will be emailed to each account, detailing upcoming fees due on the 1st of the next month. All email addresses associated with the account will receive the notice. Billing Summaries INCLUDE the 3.2% credit card transaction fee, so if the parent(s) wish to pay by cash or check, that payment must be **received** PRIOR to the 1st of the month. On the 1st of each month, credit cards will be automatically charged for those accounts that did not pay by cash or check.

Payments by cash or check may be mailed to the team PO Box address or given in person to the Team Administrator or Group Lead Coach (the coach will pass it to the Team Administrator). Parents are reminded that sending cash or check to the pool with swimmers is not recommended. Personally bringing the funds to the Team Administrator or Group Lead Coach is the most secure method.

Most team events and swim meets will have a “30-day overdue balance restriction” on participation. As most events require advanced payment by the team, funds must be available to the team. As such, accounts may not have balances overdue 30 days in order to sign up for an event (when attempting to sign up for an event with an overdue balance, the process will not continue and a red notice will appear on the screen).

Accounts may also be manually paid online at any time, in addition to the normal monthly method. This is most common when an account is overdue and the parent(s) are attempting to register a member (athlete) for an event and must pay in order to finish the process. Manual payments can be made under “My Account” > “\$My Invoice/Payment” > “Make A Payment”.

Team Foxjet - Code of Conduct

Purpose

The purpose of this Code of Conduct is threefold:

1. Establish, promote and represent a positive team environment
2. Provide each swimmer/family with the best possible experience
3. Make each swimmer/family aware of their responsibilities as a Foxjet Team Member and the consequences if those responsibilities are not met.

General Conduct for swimmers:

Swimmers will:

- Comply with this Code of Conduct as well as the USA Swimming Code of Conduct, as described in Article 304 of the USA Swimming Handbook.
- Treat membership on Team Foxjet as a privilege and personally acknowledge the responsibilities associated with it.
- Behave in a manner that reflects positively on the team at all functions, including practices, meets, and/or team social gatherings.
- Protect and improve Team Foxjets reputation within the swimming community.
- Refrain from the possession and/or use of alcoholic beverages, tobacco products and weapons.
- Refrain from the possession and/or use of drugs (other than those prescribed by your physician).
- Refrain from engaging in inappropriate or destructive behavior which includes, but is not limited to fighting, throwing things, horseplay, threatening or intimidating behavior or other disorderly conduct which is disruptive or may endanger the safety of others. Theft and vandalism will not be tolerated. Swimmers/families may be held accountable/financially responsible for all their actions while representing Team Foxjet.

Complaint Procedure:

Any member who witnesses inappropriate actions by a Coach, Member or Swimmer is responsible for reporting such inappropriate behavior to a Coach or Board Member. Team Foxjet will not tolerate retaliation against anyone who in good faith reports a suspected violation of the Code of Conduct.

Swim Practice Conduct:

Swimmers will:

- Follow coach's instructions.
- Not interfere with the progress of another swimmer during practice.
- Leave practice only with the coach's permission.
- Follow the facility/pool rules of any pool where an Official Foxjet practice is held.
- Follow the instructions from facility staff.
- Refrain from using the starting block unless directed and supervised by their coach.
- ***Not use the diving boards.*** Diving board activity is not insured by USA Swimming or by Team Foxjet.
- Refrain from running, pushing, or engaging in "horse play" on the deck.

Swim Meet Conduct:

Swimmers will:

- Recognize that team meets are a “privilege” and not a “right”. They will accept the responsibility associated with attending them in association with Team Foxjet.
- Display proper respect and sportsmanship toward coaches, officials, meet administrators, parents, and fellow competitors.
- Meet with their coach before and after each event.
- Notify their coach prior to leaving a meet early.

On travel meets:

- Male and female athletes should not be in the same room together without permission/supervision from a parent, coach, or chaperone
- Swimmers must adhere to curfews established by the coaching staff. At curfew, lights, TV, electronic equipment must be turned off.
- Swimmers are to remain with the team during a trip or obtain permission from coach or chaperone before leaving pool, hotel or other team gathering place.

Prohibited Conduct for Swimmers:

1. Bullying:

Bullying is defined as intimidating, aggressive, humiliating behavior or intentional “harm doing” by one person or a group and targeting an individual or group. ***Bullying is prohibited by Team Foxjet.*** A single act or repeated incidents may occur but are mutually intolerable. Examples of bullying include, but are not limited to:

- Inappropriate ***physical behavior***, such as gestures, pushing, or hitting another.
- ***Verbal and written*** such as making insults, threats, or “name-calling”.
- ***Electronic Bullying*** such as inappropriate “texting”, phone calls or e-mails. Inappropriate webpage postings such as “Instagram” and “tumblr” are also prohibited.
- ***Psychological Bullying*** (i.e. spreading rumors or shunning another swimmer)

2. Hazing:

Hazing is defined as the committing of an act against a swimmer (or coercing a swimmer into committing an act) that creates a risk of harm to a person, in order for the swimmer to be initiated or affiliated with Team Foxjet or for any other purpose. ***Hazing will not be tolerated on Team Foxjet.***

Examples of hazing include (but are not limited to):

- Any type of ***physical abuse*** such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on a body.
- Any type of ***physical activity*** such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the swimmer to an unreasonable risk of harm. Such actions may adversely affect the mental or physical health or safety of the swimmer.
- Any activity involving the ***consumption*** of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the swimmer to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the swimmer.
- Any activity that ***intimidates or threatens*** the swimmer with ostracism or that subjects a swimmer to extreme mental stress, embarrassment, shame, or humiliation. Such actions may adversely affect the mental health or dignity of the

Prohibited Conduct continued...

swimmer or discourage the swimmer from remaining a part of Team Foxjet.

- Any activity that causes or requires the swimmer to **perform a task** that involves violation of state or federal law or any other parts of the Team Foxjet Code of Conduct.

3. Harassment Based Upon Protected Class Status:

Team Foxjet strives to have an environment where every swimmer can reach his or her full potential without regard to one's protected class status. For purposes of this Code of Conduct, harassment is defined as physical, written or verbal conduct which is related to an individual's religion, race, national origin, sex, sexual orientation or any other legally protected class status. **Harassment, of any sort, is prohibited on Team Foxjet.** Examples of harassment may include (but is not limited to):

- **Displaying** offensive pictures, posters, t-shirts, or other graphics.
- **Threats** related to an individual's race, religion, or sexual orientation.
- **Physical or verbal** acts of aggression, or assault upon another, because of their protected class status.
- Unwelcome **sexual advances**, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature.
- Unwelcome **verbal harassment** or abuse, including teasing, joking, or making derogatory dehumanizing remarks.
- Any activity that has the purpose of **creating an intimidating, hostile, or offensive swimming environment.**

Complaint Procedure:

If a member feels that he or she is being subjected to a violation of this Policy and is comfortable doing so, s/he is encouraged to tell the offending person that the behavior is improper and must stop. In addition, the offensive conduct should be immediately reported to a coach or a member of the Board of Directors. Team Foxjet will not tolerate retaliation against anyone who in good faith reports a suspected violation of the Code of Conduct.

Disciplinary Action for Violation of the Code of Conduct:

Violation of any of these Conduct rules may result in disciplinary by Team Foxjet, up to and including removal from the Club. The action taken will be determined in the sole discretion of Foxjet and such actions may include (but are not limited to) the following:

- **Verbal warning** to the offending swimmer by his/her coach. A notification of parent/guardian will be made by that coach to each parent/guardian involved.
- If a swimmer violates a "Code of Conduct" during a swim meet, he/she may be **scratched from that meet** and be sent home at his/her own expense.
- **Suspension from Team Foxjet.** The length of the suspension will be determined by the Head Coach and Board President, after consultation with the swimmer's coach.
- **Removal from the club** under the direction of the Team Foxjet Board of Directors.

Team Foxjet does not guarantee that one form of action will necessarily precede another and reserves the right to terminate the membership at any time depending upon the totality of the circumstances.

The Team Foxjet Board of Directors reserves the right to review all disciplinary matters at any time.