



Team Handbook

(September 2020)

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KEY CONTACTS

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INTRODUCTION

Welcome to the Lawrence Aquahawks competitive swim team. With your membership to the Lawrence Aquahawks, you have joined a great tradition that goes back to 1968. Welcome, and we are truly excited to have you be a part of this great organization!

The following is a book of standards for our swimming program. This handbook outlines our club's basic philosophies, group structures and goals.

Mission Statement

Lawrence Aquahawks Swimming, Inc. is a non-profit organization dedicated to providing a program of swimming instruction for competition for the youth of Lawrence, Douglas County, and surrounding communities. It is the mission of the Aquahawks to promote the sport of swimming by providing professional teaching, technique training, and competitive opportunities through which swimmers at all levels can reach their full potential, both in and out of the water in accordance with USA Swimming & Safe Sport policies.

History

Before the founding of the Aquahawks in 1968, Lawrence had four small private club swim teams, each with their own coach. The teams scheduled dual meets throughout the summer and the season concluded with the Douglas County Age Group Swimming and Diving Championships, which were held at Holiday Park Pool. In the summer of 1968, the parents and swimmers of these teams combined to form the Lawrence Swim Club, the original name of the Aquahawks.

One of the first tasks for the new club was to become actively involved in the campaign to support a bond issue for a new municipal pool. The passage of the bond issue provided a facility where the entire team could train together. When the new municipal pool opened for the 1969 season, it was quickly hailed as the premier facility in the Missouri Valley LSC.

Bill Barnes served as the first coach for the new club and was assisted by Bob Hines and Bob Russell, two KU swimmers. Bill's son, Brent, is credited with inventing the club mascot, the Aquahawk, while Bill's wife, Jo Barnes, was the first to put green and yellow trunks on the waterborne Jayhawks. By 1973, the team was well established with approximately 100 registered swimmers.

In 1977, Gary Kempf took over as head coach of the program. Under Gary's leadership, the team began to expand beyond a summer program by swimming at the KU pool during semester breaks and in the late spring.

By the late 1970's, the lack of an indoor pool in Lawrence was a serious constraint on the ability of the club to improve and expand its programs. Once again, Aquahawk families played an important role in promoting the construction of an indoor facility. Finally, in 1980, the Carl Knox Natatorium was opened at Lawrence High School under the combined direction of USD 497 and the City of Lawrence Parks and Recreation Department. With the addition of an indoor practice facility, the Aquahawks became a year-round program.

The Aquahawk board of directors hired Dorothy Kempf in 1988 as the club's first full-time head coach. The club continued to expand in size under Dorothy's leadership, but the lack of pool space at the high school

pool became a serious constraint. In 1991, Haskell Indian Nations University permitted the club to use the HINU pool on a limited basis.

In 1992, Bryan Beatty was hired as head coach. With his guidance and added pool space, the team grew from 100 members to about 160 members.

Several significant events occurred in 1998 for the Aquahawks. In October 1998, after a nationwide search by the Board of Directors, Brian Barnes was hired as the Aquahawks' new head coach. Primarily for financial reasons, the Aquahawks dropped the diving portion of the program and became a swimming only program. Also in 1998, the Aquahawks became active and vocal supporters of a plan that resulted in the City Commission approving a new Indoor Aquatic Center to be built at Free State High School. The Indoor Aquatic Center opened in June 2001 and includes a 50-meter pool as well as a family/recreation pool. The Lawrence Indoor Aquatic Center now serves as the main location for swim meets sponsored by the Aquahawks.

Mike Soderling, a former KU swimmer, served as Head Coach until 2009. In 2008, the Lawrence Aquahawks had its first Olympic Trials qualifier, Emma Reaney. Mike also coached the United States Swimming Sectional Champion Women's Team in 2008.

The club hired Zach Devine as Head Coach in 2010. With his departure in 2012, Assistant Coach Justin Clossen was named Interim Head Coach until 2013. In 2013 to 2019, Andrew Schmidt, acted as Head Coach. In 2019, Jose Zamora was hired to fill the position and is currently acting as Head Coach of the Aquahawks.

Affiliation

The Aquahawks are a coach-facilitated, board-supported, parent volunteer organization that cooperatively work together to create the optimal environment for each and every athlete from novice to national competitor. The Aquahawks is open to all youth who have completed basic swimming instruction. The club is operated by the parents of swimmers and annually elects parents of swimmers to a Board of Directors (BOD) to manage club operations. The BOD, which holds monthly meetings, is responsible for hiring the head coach, providing oversight of the club's operations, and coordinating fund-raising and volunteer activities.

The Aquahawk program operates year-round and also offers a summer swim team program. The program takes two breaks throughout the year, one in August and one in March. Swim practices are held at the Lawrence Outdoor Aquatic Center (summer only), Lawrence Indoor Aquatic Center, Jayhawk Club (summer only), and Lawrence Country Club (summer only). Practice times and locations are established each swim season and are subject to change given pool availability. Practice schedules can be located on the team's website under the tab "calendar". Select your child's group to see the relevant schedule. The general calendar contains information that is applicable for the whole team, including social events and parent meetings.

The Aquahawks program is affiliated with USA Swimming, an organization that governs amateur swimming throughout the country. In addition, the club is an active member of Missouri Valley Swimming. Each swimmer must join USA Swimming and Missouri Valley Swimming in order to be eligible for Aquahawks membership. Registering with USA Swimming allows you to track your swimmers' times and participation at meets. To register go to www.usaswimming.org, click on the "my USA swimming" tab, and register.

While not affiliated with the City of Lawrence Parks and Recreation Department, the Aquahawks work closely with the City and USD 497 to use the city and school facilities. Without this close cooperation, the Aquahawk program would not be possible.

POLICIES

Communication and Conflict Resolution Policy

Communication between parents, coaches and the swimmer are of the utmost importance to having a successful swimming and team experience. We offer these guidelines and suggestions for optimal communication. **If you have any concerns or questions, please do not hesitate to contact a coach or board member.**

The best way to communicate with your child's coach is to schedule a meeting or meet with them before or after practice. Coaches are asked to arrive 15 minutes early and leave 15 minutes after practices in order to make time for swimmer and parent questions. Unless a coach has a prior engagement, they usually have time after practice to answer questions or provide information.

Please feel free to email your child's coach with any questions about their participation in the program. If you have questions regarding billing, volunteering, fundraising, or general questions about meets, please email or contact a member of the Board of Directors. You should expect a reply within 48 hours of your inquiry.

Please keep in mind that the coaches have the best interests of your child at heart. Also, keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a practice group.

Communication is also the best way to reduce conflicts within any club. Aquahawk families should follow the procedures below regarding problems, questions, or complaints:

- If a parent has a concern about their swimmer, they should speak with the coach outside of practice time.
- If there is a conflict between a parent and the coach, the parent should air their concern with the head coach.
- If still dissatisfied, the parent should air their concern with the Vice President–Liaison on the Board of Directors, who will make every effort to resolve the situation. At his/her discretion, the VP–Liaison may suggest bringing the situation to the attention of the full Board of Directors.
- If the issue has not been resolved to the satisfaction of the member, any member can ask the President of the Board of Directors to place the issue on the agenda of the next regularly scheduled Board of Directors meeting.

If a fellow team member approaches you with complaints about a coach's performance or policies, encourage the member to speak directly to the coach and follow the conflict resolution guidelines listed above.

Practice Pick-up Policy

Swimmers should be picked up promptly after all practices. If you are running late, please let the coach know through a phone call or text message. Another option is to contact another parent in your swimmer's group so they can relay the information or can supervise your child until you arrive. Please have that parent tell the coach of the arrangement if you cannot reach the coach. Many times, our coaches have other obligations following practice, and if a parent is late picking up their swimmer, our coaches must stay with that swimmer. You can find the contact information for each coach on the website.

Health Documentation Requirements

Each swimmer is required to have medical information listed on the Aquahawk website and updated as needed. This includes allergies, injuries, medications that are possibly administered during Aquahawk events/activities, etc. At the start of each short course season, swimmers are required to submit an annual health release form signed by the swimmer's physician. This information packet is located on the Aquahawk website. If this form is not returned by a specified date, the swimmer will not be allowed to participate in practice or other Aquahawk events until it is completed, but monthly dues will still apply. If a swimmer is entered in a swim meet and is not able to participate because the health form has not been returned, the family will be required to pay the fees for that meet.

Code of Conduct

- I. The following provisions pertain to local swim meets, team travel meets, meetings, practices, and other social activities where swimmers represent the Lawrence Aquahawks. The team's Code of Conduct is in accordance with USA Swimming & Safe Sport. Additional information can be found under the Safe Sport Tab on the team's website.
 - A. Swimmers and family members shall exhibit good sportsmanship, in and out of the pool.
 - B. Swimmers and family members shall follow rules during practices, meets, and team events.
 - C. While attending meets, swimmers shall abide by the curfews and instructions given to them by coaches, officials, and chaperones,
 - D. Swimmers and family members shall show respect for all property.
 - E. Swimmers and family members shall behave in a responsible manner and are prohibited from possession or use of alcohol, tobacco, illegal drugs, or banned substances.
 - F. Swimmers and family members shall not use cell phones or cameras in the locker room or behind the starting blocks.
 - G. Swimmers and family members shall abide by the USA Swimming bullying policy as written below:

“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).”

- II. Failure to comply with this Code of Conduct will result in any or all of the following disciplinary actions.

- A. A swimmer may not be allowed to participate in practices, meets, social activities, or meeting.
- B. A swimmer may be sent home immediately from a meet or training trip at the expense of the swimmer and/or their family.
- C. A swimmer and/or their family will be responsible for any damage caused by the swimmer.
- D. A swimmer may be suspended from membership in USA Swimming.
- E. A swimmer may be suspended from Lawrence Aquahawks Swimming.

III. The Board of Directors is responsible for reviewing a written summary of alleged violations of the Code of Conduct, as well as any disciplinary actions that have been and/or may be taken.

Annual Information Packet

Each swimmer and parent/guardian are expected to fill out an annual information packet which is given to you by your coach. The packets are due within two weeks of your first practice. If the packet is not turned in by the deadline it is still assumed that the members understand all policies/procedures and will be responsible for fundraising.

Electronic Communication and Social Media Policy

PURPOSE

The Lawrence Aquahawks recognizes the prevalence of electronic communication in today's world. Many of our swimmers use this as their primary method of communication. While the team acknowledges the value of electronic communication, the team also realizes that there are associated risks that must be considered when adults use electronic communication with minors. The Electronic Communication and Social Media Policy is in accordance with USA Swimming's Minor Athlete Abuse Prevention Policy (MAAPP). The official MAAPP policy can be found on the Aquahawks' website under the Safe Sport Tab.

GENERAL CONTENT

All communications between Applicable Adults and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct and MAAPP regarding Athlete Protection. For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use
- sexually oriented conversation, sexually explicit language, sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Open & Transparent: Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the

Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

Hours: Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

Social Media Accounts

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" Lawrence Aquahawks and/or LSC's official pages on social media platforms.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS - Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by Lawrence Aquahawks, LSC, or by an Applicable Adult subject to Safe Sport MAAP. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

Video/Photo Release

Parents/Guardians will be asked to sign a waiver regarding the use of images of their swimmer, captured during USA Swimming events through video, photo and digital camera, to be used solely for the purposes of Lawrence Aquahawks Swimming promotional material and publications, and waive any rights of compensation or ownership thereto.

VOLUNTEER PROGRAM

The Aquahawks are a parent-run team. To host meets and perform other organizational and administrative tasks, we need a strong program of parent volunteers. Without hosting swim meets – and the work that is involved – your monthly dues would be significantly higher and programs and opportunities for our swimmers would be limited. In addition, we would not be able to host meets and would have to travel more to other cities to provide the swimmers with an opportunity to compete.

A very big thank you to the army of volunteers that it takes to run an amazing swim club of the Aquahawk caliber. This is our team and we are AQUAHAWK PROUD!!

Most successful swim clubs have instituted a service hours program to meet four objectives:

1. **To Benefit Swimmers:** Competition allows swimmers to have opportunities to race and test the skills they work so hard to achieve. Sponsoring our own meets gives the added benefit of a familiar environment without the added time and expense of traveling.
2. **To Allow the Team to Prosper:** The dollars raised from the meets we host far exceed any other fundraising. This enables the team to keep dues at a reasonable cost while providing the staff, facilities and equipment required to maintain a premier swim team.
3. **To Get More Families Involved:** Our meets require an average of 45 workers per session. The volunteer program involves all families so we can continue to host well-run, well-attended and successful meets. It is also a great place for new families to get to know other parents. "Families that play together, stay together!!"
4. **To Promote and Actively Support Competitive Swimming in our Community**

Aquahawk Service Hour Requirements

Intrasquads will no longer count towards service hours.

Silver, Gold, Platinum, Senior, Pre-National and National

- Each family is required to work a designated minimum number of sessions at Aquahawk home-hosted meets for each season (for each long and short course season). The number of sessions required will be determined by taking the total number of jobs available for the meets during that season divided by the number of families with required hours.

Bronze

- Each family is required to work 1/2 required sessions of all other groups at an Aquahawk home-hosted meet if its swimmer swims in that meet.

How to Earn Service Hour Credit

You will receive an email indicating that jobs have been posted for a particular meet. Once the jobs have been posted, you can sign up on the Aquahawk website: www.aquahawks.org. If you elect not to sign up, there will be a penalty fee. It is the responsibility of the person working to check in at the sign in table to receive credit. Service hour requirements are applicable even if a swimmer is on a leave of absence. Credit can be earned by any family member or other reliable representative 12 years or older. The full session must be worked in order to earn credit. Each session can be three to five (3-5) hours long to volunteer.

Committees will be presented at the fall parent meetings each year and sign-ups will be available at that time. Committees will meet with their designated board members to develop plans for the year. Parents of high school juniors will host the Senior Recognition and Team Award Banquet each year.

- **A \$50/session fee for sessions not worked will be assessed at the end of each season. However, please note: paying the fine does not help the team staff our hosted swim meets!**

FUNDRAISING

USA SWIM-A-THON

The USA Swimming's Swim-a-thon is a fun annual event, typically held in the fall. **USA Swimming, our national organization, requires each swimmer to participate whether or not they swim laps at the swim-a-thon.** Five percent of all funds raised are remitted to USA Swimming. Swim-a-thon funds help the team purchase equipment, pay for continuing education for the coaching staff, and meet many other expenses. If a family has three or more swimmers, they will only be required to raise an amount equal to the total for two of the swimmers in the highest group(s). The Aquahawks require a specific amount for our club per swimmer by group as follows:

- Bronze - \$100
- Silver, Gold, Platinum - \$200
- Senior, Pre-National and National - \$200

These are the amounts required for fundraising, any shortfall will be billed to your account or you can donate the difference and it is a tax deduction.

Annual Sponsorship Campaign:

Each Silver, Gold, Platinum, Senior, Pre-National, and National swimmer is required to raise a minimum of **\$300.00** no later than April by selling different levels of advertising to businesses, family members, and friends. In addition, each Bronze swimmer is required to raise a minimum of **\$100.00** no later than April by selling to different levels of advertising, also. If you are not interested in participating, you may opt to pay higher monthly dues (see dues schedule). If you have two or more swimmers, you are only required to raise a minimum of \$450. If you decide to participate in the Annual Sponsorship Campaign, but do not raise the entire amount required, any shortfall will be billed to your account. This is the primary campaign for our team; it generates funds that help sustain the club and keep monthly dues as low as possible.

Please do not contact businesses other than those assigned to you without communicating with the campaign chair, as they may have already been assigned to another family.

Families whom leave in the middle of the year will then be charged at the opt-out rate for the remaining time until the next Annual Sponsorship Campaign.

2020-2021 FEES

Swimmer Group Monthly Dues

	With Spring Fundraising	No Spring Fundraising
Explorer	Temp Unavailable	Temp Unavailable
Bronze	\$75	\$84
Silver	\$80	\$105
Gold	\$95	\$120
Platinum	\$125	\$150
High School	\$95	\$95
Senior	\$135	\$160
Pre-National	\$150	\$175
National	\$170	\$195

Fees are charged each month throughout the year, including when we are on Aquabreak for two weeks. Aquabreaks typically occurs at the conclusion of each season (March and August).

If your swimmer wants to leave the team or take a leave of absence (see below), you must inform the business manager at businessmanager@aquahawks.org.

We encourage members to pay their fees thru direct payment via credit card or ACH bank transfer. It's **free and convenient!** You can sign up for this service through your account on the team's website. If you have questions on how to set this up please contact our business manager at businessmanager@aquahawks.org.

Families with Multiple Swimmers: The Aquahawks offers a discount for families with multiple swimmers. The swimmer in the highest group will pay 100% with the next swimmer receiving a discount off monthly due of 10%. Each subsequent swimmer will receive a 15% discount off monthly dues. The discounts do not apply to any other fees or requirements unless otherwise stated in this handbook.

Annual USA Swimming Fees: The Lawrence Aquahawks Swim Team is a member of USA Swimming, which requires all swimmers to register and pay an annual fee of \$77 per swimmer, which is billed each September.

Quarter-annual Dues: The Lawrence Aquahawks Swim Team has quarter-annual dues of \$20 per swimmer (billed in August, November, February and May).

Electronic Payment Fees: We encourage members to pay their dues using our auto-pay service offered through the team's website. This can be done via credit card or ACH bank transfer. Accounts are billed on the 1st of the month.

Late Fee/Past Due Balance: All balances are DUE IN FULL by the 20th of each month; otherwise, there will be a \$20 late fee. If an account is greater than 30 days overdue, your swimmer will not be allowed to enter swim meets without BOD approval. Any member whom has a balance over \$300

that swimmer will not be able to swim at meets. Any member whom is on a payment plan and in good standing the swimmer can still sign up for meets but has to continue to make payments plus pay for the meet fee before they can participate in the meet.

Swim Meet Fees: There are also fees for meets that vary by type of meet, events, and location. Below are the typical fees for most swim meets within the Missouri Valley Swimming area. If you have questions or concerns regarding the fees, please review the meet information found on the Aquahawks website, or Missouri Valley Swimming website, or contact our business manager.

- \$4.50 fee for *each* event, \$2.25 per swimmer per relay event

Please note that certain swim meets may charge higher fees per event, as well as an additional surcharge. Please discuss this with your coach if you have questions or concerns.

If your swimmer was entered in a meet, but was unable to participate for whatever reason, meet fees will still be billed to your account.

Team Travel Fees: The team travel fees help the Lawrence Aquahawks offset the costs of sending coaches to meets. The Aquahawks pride themselves on a low swimmer to coach ratio in practice and that principle is true for swim meets as well. It is important to have your swimmer's coach at meets so they can give them the best possible feedback, and the Aquahawks want to do everything possible to make sure that happens. In most cases, the fees listed below do not offset 100% of the cost to send coaches to meets, but these fees help the team minimize the cost incurred.

- Meets Held in Lawrence. All swimmers attending a meet in Lawrence will be charged \$5.
- Meets in Topeka, Greater Kansas City, Leavenworth & Manhattan. All swimmers attending a meet held within these areas will be charged \$15.
- Meets in Wichita, Columbia or Similar mileage. All swimmers attending a meet held within these areas will be charged \$30.
- Meets more than 200 miles from Lawrence (not team travel). All swimmers attending a meet more than 200 miles from Lawrence, which coaches must fly or drive to and stay overnight, will be charged an equal percentage of the cost to send the coach(es). These fees are not to exceed \$150 per swimmer.*

***If the total cost to the team is more than 50% of the total cost, each swimmer's practice attendance must be 88% or higher. The team does not want to keep swimmers from attending high-level meets, but it's important that swimmers have shown their commitment before the team invests in sending a coach.**

- Team Travel Meets. All swimmers attending a team travel will be charged an equal percentage of the cost for the trip. A non-refundable down payment of \$150 is required and will be charged to each account. The difference in deposit and actual cost will be charged or refunded during the next bill period. **Team travel fees are not to exceed \$350 per swimmer. If a minimum number of swimmers is not met the travel portion on the team may not be possible.**

Leave of Absence (LOA): Group fees are charged each month throughout the year regardless of the practice schedule. If your swimmer does not practice or compete for a period of 1 to 3 months, your swimmer is granted a Leave of Absence (LOA.) While under LOA you are charged dues at 50% reduction. Examples of this policy include being on the High School Swim Team or any other school activity that conflicts with the practice times offered by the Aquahawks. If you are on LOA during a fundraising event, you are still held responsible for those fees as well. If your swimmer returns after a LOA of 3 months or longer, a \$50 registration fee will be accessed.

If the team is at maximum capacity, a swimmer in Bronze may need to continue paying partial dues during a leave of absence to hold his/her spot on the team. Please speak to the Head Coach before finalizing any leave of absence plans.

Leave the team: Should your swimmer decide to quit or take a leave of absence, for any reason the team should be notified, **in writing**, by *the person responsible for the account*. An email must be sent to businessmanager@aquahawks.org by the 21st of the month prior to leaving.

- A \$10 service fee may be charged if notification is given after the 21st of the month prior to leaving.
- Fees will not be refunded when a swimmer leaves the team. The exceptions to this policy are based on either of the following conditions upon approval by the Board of Directors:
 1. Medical problem- Families requesting a refund because of a medical condition must demonstrate that a swimmer is unable to participate in swimming activities because of a diagnosed medical condition.
 2. Family relocation- Families requesting a refund because of relocation must identify when they expect to leave the area.

GROUP DESCRIPTIONS AND REQUIREMENTS

The Lawrence Aquahawks offer professional technique instruction and training. The program is divided into smaller practice groups based on requirements and expectations. The requirements and expectations are listed below for each group. These requirements are not set in stone, and may be altered after the conclusion of the season if the coaching staff sees fit to do so. These requirements are a guide that coaches use to decide which group best fits a swimmer's needs at any given time.

The progression of each swimmer is based on meeting the expectations, time standards, age and attendance requirements. Group advancement is determined by the coaching staff. These decisions are typically made at the conclusion of the long course season in August. Occasionally group moves may be made at other times during the year if the coaching staff deems it necessary for a swimmer's development. Ultimately, all decisions are determined by the Head Coach of the Lawrence Aquahawks and are based on the individual swimmer.

Please keep in mind the coaches have the best interest of your child at heart. Our program is designed for long-term success and development, not short-term accolades.

* Some exceptions to a group's age range may be made by the coaching staff in order to ensure each swimmer is in the most appropriate group for their skill and development level. Newer swimmers may need to start in a younger or less advanced group in order to gain fundamental stroke technique. Our goal is always to get each swimmer into an age-appropriate group with their peers as soon as they have mastered the necessary skills.

The coaching staff for the Lawrence Aquahawks has and will always have a large amount of flexibility when it comes to working with swimmers that are committed and willing to work with the coaching staff to come up with creative solutions to accommodate scheduling conflicts. It is ultimately up to the swimmers and parents of swimmers to communicate with the coaching staff to address possible scheduling conflicts. **It is the decision of the Head Coach to rubber stamp the feasibility of making exceptions for swimmers/athletes and his/her needs without compromising the needs of the group and the overall goals of the Lawrence Aquahawks.**

Guidelines for the skills checklist and questions with movement:

- o As swimmers move through the skills AT THEIR OWN INDIVIDUAL PACE, our coaching staff will make a recommendation to the Head Coach as to when the swimmer should move up into the next highest level group.
- o Any disagreement between a swimmer/parent and the coaching staff as to a swimmer's completion of these checklist guidelines should be resolved through a discussion between the parent of the swimmer, the swimmer, and the Head Coach.
- o If there is still further disagreement the parent/swimmer may request a discussion with the Head Coach and a member of the BOD.

The Explorer Group

The Explorer Group (Age 4-8): For young swimmers with little experience in the water. While there are no set requirements for registration, we do not recommend swimmers have completed Level 3 of our Group Swim Lessons Program or an equivalent level from a different program. Swimmers in this group will be introduced to all four strokes in a small group setting 3-4:1 ratio, with instructors in the water at all times. Skills include how to kick and breathe properly, all the way through full stroke swimming.

The Bronze Group

Bronze (Age 5-12): An introduction to competitive swimming for novice swimmers. Swimmers must complete one length of the pool (25 yards) using Freestyle and one length of the pool using another stroke (Backstroke, Breaststroke, or Butterfly). Swimmers will be taught all four competitive strokes as well as starts, turns, and finishes. The emphasis is put on learning and mastering the fundamentals of swimming. Most swimmers in the group have never been a part of a competitive team before which is why the emphasis is put on proper technique.

The Silver Group

Silver (Age 7-12): A continuation of Bronze, emphasis in practices is still on the fundamentals of stroke technique, starts, and turns. A more traditional practice structure will be introduced including sets and intervals. Swimmers must be able to complete two lengths of the pool (50 yards) of each stroke (Butterfly, Backstroke, Breaststroke, Freestyle).

The Gold Group

Gold (Age 9-13): While continuing to focus on fundamentals, Gold also increases the amount of swimming done during each practice. Swimmers will also learn different levels of intensity and effort. Swimmers are expected to maintain proper stroke technique during more challenging workouts. Swimmers must be able to complete four lengths of the pool (100 yards) of each stroke (Butterfly, Backstroke, Breaststroke, Freestyle).

The Platinum Group

Platinum (Age 11-15): Basic understanding of “training” vs. “practice” is introduced. More emphasis is placed on training while teaching kids how to maintain proper technique in all facets of swimming. Swimmers will be expected to hit certain target heart rates during all sets. Swimmers will also learn how their training impacts their results at meets. Swimmers must have participated in a similar group on another team to be eligible for this group.

The Senior 6 Group

Senior 6 (9th-12th Grade): This group exists for those students attending one of the local high schools that has a genuine interest in swimming but are not ready to meet the requirements for the Pre- National group. For some swimmers this is just a stop on the trail, for others this group is exactly what they are looking for. Either way, we will train swimmers to achieve their goals, regardless of what they may be. Swimmers in this group regularly compete at Aquahawk meets, including any championship meets they qualify for. Swimmers must have participated in a similar group on another team to be eligible for this group.

The Pre-National Group

Pre-National (Age 13-18): Pre-National is reserved for the most committed swimmers in the Lawrence Aquahawks program that do not meet the requirements to be in the National group. Swimmers in this training group practice daily and its members REGULARLY COMPETE at the highest level meets. Swimmers must have participated in a similar group on another team to be eligible for this group.

The National Group

National (Age 13-18): The National group is reserved for the most advanced swimmers with a minimum of 2 Speedo Sectional cuts. Swimmers in this training group practice daily and its members REGULARLY COMPETE at the highest level meets. The main objective of National group is to train at the highest level with a focus on competition at National level meets. Swimmers must have participated in a similar group on another team to be eligible for this group.

The High School Prep/Cross Training

High School Prep/Cross Training (Age 13-18): This group exists for those students attending one of the local high schools that has a genuine interest in swimming; however, is not sure about competing. Swimmers in this group will be developing skills and learning that swimming is a FUN sport to participate in. Swimmers in this group will focus on getting fit and staying fit for the high school season. For some swimmers this is just a stop on the trail, for others this group is exactly what they are looking for. Either way, we will train swimmers to achieve their goals, regardless of what they may be.

HELPFUL INFORMATION

Ten Commandments for Swim Parents

1. Thou shall not impose thy ambitions on thy child.
2. Thou shall be supportive no matter what.
3. Thou shall not coach thy child.
4. Thou shall only have positive things to say at a competition.
5. Thou shall acknowledge thy child's fears.
6. Thou shall not criticize the officials.
7. Thou shall honor thy child's coach.
8. Thou shall be loyal and supportive of thy team.
9. Thy child shall have goals besides winning.
10. Thou shall not expect thy child to become an Olympian.

Aquahawk Parents' Code of Conduct

We take pride in developing world class kids in an environment of excellence.

As a parent in the Aquahawk Swim Team, your primary responsibility is to encourage and support your child's participation in the sport. In general, parents are expected to show interest and provide support by ensuring their child's attendance at practices, by attending and volunteering to help at swim meets, and by participating in club activities. In accepting to be a part of the Aquahawk Swim Team, parents of swimmers participating in the program agree to adhere to the following code of conduct:

- 1) **Be a Good Role Model**- Parents serve as role models and their children invariably emulate their attitudes and behavior. Be aware of this and strive to be positive role models. Most importantly, show respect and good sportsmanship at all times toward other swimmers, coaches, officials, and opponents. Remember that you are teaching your child at all times. *"I will be a positive role model for my child and the team."*
- 2) **Be Enthusiastic and Supportive**- The best way to help your child achieve goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make a mistake. If your child does make one, remember that this is a learning experience. You and your child should learn to treat success and failure as learning experiences and not life changing situations. Encourage your child's efforts and point out the positive things. Your role is to provide love and support regardless of outcome. *"I will support my child, the team, the coaches and other members. I will refrain from making negative comments. I further agree to address concerns through the proper channels."*
- 3) **Remember that Your Child is the Swimmer**- Children need to establish their own goals and make their own progress towards those goals on their own time schedule. Be careful not to impose your standards and goals. Do not over burden your child with achieving best times, making time standards, or winning. Keep your swimmer's development in the proper perspective. *"I understand that my child is the swimmer and this is his/her activity."*
- 4) **Let the Coach Coach**- Parents are expected to refrain from making stroke corrections, judging performance or trying to coach their swimmer in any way. The coach has been hired to teach technique, design the training program, and evaluate your swimmer's performance. When parents interfere with opinions as to how the swimmer should swim, it causes considerable confusion as to who the swimmer should listen to and respect. If you have questions about the Aquahawk program and/or if you can offer insight on your child that will enable the coach to be more effective, please speak with the coach. *"I realize the importance of one coaching voice; I will let the coach coach"*
- 5) **Be a Positive and Constructive Communicator**- If questions, concerns, or problems arise, we readily encourage and want parents to contact our coaches. Parents often feel more comfortable discussing concerns or disagreements with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, this approach often results in new problems being created. If the coach cannot satisfactorily answer a question or resolve a concern, you should then take your concern directly to Head Coach. Finally, if you are not satisfied after speaking with the Head Coach, you should speak to a member of the Board. By following this procedure, we insure that the people best able to answer your questions or solve problems are the first individuals contacted. *"I understand the chain of command for addressing issues, concerns or complaints. I further agree to address concerns through the proper channels and not to discuss issues outside of these channels."*
- 6) **Swim Meet Protocol**- Any questions that parents may have concerning meet results, an officiating call, the conduct of a meet, and/or the meet facility should be referred to the coaching staff only. Our coaches, in turn, will pursue the question or matter through appropriate channels. In accordance with USA Swimming rules, parents are expected to remain in the spectator area and off the immediate competitive deck unless they are working the meet in an official capacity. *"I understand and agree to abide by the swim meet protocol and will not directly question officiating calls or other issues that arise at a competition."*
- 7) **Support the Team** – Volunteering is an essential part of the Aquahawk program. The team is dependent on parent volunteers to successfully fulfill the goals and objectives of the club for many activities. These activities address the major functions of hosting swim meets, fundraising, and administrative support. A requirement of membership is that all families must volunteer a minimum number of sessions at swim meets hosted by the Aquahawk, putting up the roof at Wolf Ranch and other activities deemed necessary to support the team. *"I will support the team as an active volunteer and promise to fulfill my volunteer commitment."*

Time Standards

The Lawrence Aquahawks adhere to the Missouri Valley Swimming Time Standards to determine a swimmer's eligibility for Level and Division Championship Meets. To view Missouri Valley Swimming, USA

Swimming and Central Zone time standards for long course and short course, please click on the MVS logo on the Lawrence Aquahawk website or use the link below:

<http://www.missourivalleyswimming.com/standards/index.asp>

Competitive Swimming Terminology

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1703&Alias=rainbow&Lang=en>

Eat Smart on Race Day

Breakfast is the metabolism boost every swimmer needs. Instant oatmeal made with skim or low fat milk, toast with nut butter, dry cereal, yogurt and fruit are all light options that rev up the body. If you are competing in the morning, be sure to keep it light. Opt for a heavier breakfast if competition is in the afternoon.

Pack Variety

A few options of fruit, vegetables, grain and high quality protein sources should cover the variable appetite and tummy tolerance you may experience on race day. It's better to have more food options than a large quantity of only two or three foods. Don't make the mistake of relying on a single food or energy bars to get you through the day. While they can do the job of fueling your body, they may not rate in appetite satisfaction. Having a variety of food sources increases the odds of proper fueling and healthy eating.

Protein

Protein will be an ally in keeping your blood sugar stable, thus keeping hunger, energy and mood in check. Nibble on cheese sticks or slices, nuts, peanut/other nut butters, deli meat slices, yogurt or yogurt drinks, boxes of low fat milk, hummus, hard-boiled eggs or edamame.

Carbs

Your muscles rely on carbs for fuel. Pack easily digestible sources such as 100% juice, fruit leather, applesauce, fresh or dried fruit, or veggie sticks. Don't forget the more complex carbohydrate foods too, such as crackers, unsweetened dry cereal, pita or other breads, pretzels and graham crackers.

Stay away from refined sugars such as soda, candy and desserts on race day.

Nosh or Nibble?

Save "meals" or large quantities of food for big breaks between events. Nibble small amounts of food before and after events that are closely scheduled. At a minimum, you should be nibbling to stay energized and keep your muscles fueled on race day.

Hydrate

Water, 100% fruit juice, Gatorade and PowerAde appropriate at a swim meet. Plain and flavored milk are great recovery drink choices after the meet; they provide protein for muscle repair and carbohydrate to re-fuel muscles.

Fiber Facts.

Fiber can be a problem on race day, or not. Fiber is a food component to which each swimmer has an individual tolerance. Don't experiment with high fiber foods on race day; sort this out during training season and avoid tummy trouble when it matters most.



Minor Athlete Abuse Prevention Policy

Lawrence Aquahawks Swimming
June 23, 2019

Last reviewed on: September 2, 2019



THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

GENERAL REQUIREMENT

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

ONE-ON-ONE INTERACTIONS

- I. Observable and Interruptible
One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.
- II. Meetings
 - a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
 - b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
 - c. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.
- III. Meetings with Mental Health Care Professionals and/or Health Care Providers
If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:
 - a. The door remains unlocked;
 - b. Another adult is present at the facility;
 - c. The other adult is advised that a closed-door meeting is occurring; and
 - d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the Lawrence Aquahawks
- IV. Individual Training Sessions [Recommended]
Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

- I. Content
All electronic communication from Applicable Adults to minor athletes must be professional in nature.
- II. Open and Transparent
Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must

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copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by Lawrence Aquahawks, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" Lawrence Aquahawks and/or LSC's official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL

I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

[Recommended] Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with Lawrence Aquahawks or LSC must be USA Swimming members in good standing.

b. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete.



Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.

- c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

- I. Requirement to Use Locker Room or Changing Area
The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).
- II. Use of Recording Devices
Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.
- III. Undress
An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.
- IV. One-on-One Interactions
Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.
- V. Monitoring
Lawrence Aquahawks must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:
 - a. Conducting a sweep of the locker room or changing area before athletes arrive;
 - b. Posting staff directly outside the locker room or changing area during periods of use;
 - c. Leaving the doors open when adequate privacy is still possible; and/or
 - d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.
- VI. Legal Guardians in Locker Rooms or Changing Areas
Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

- I. Definition: In this section, the term "Massage" refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

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II. General Requirement

Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

III. Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to Lawrence Aquahawks.
- b. Legal guardians must be allowed to observe the Massage.
- c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
- d. [Recommended] Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.

