



AQUATIC CLUB OF ELKHORN

HANDBOOK
for
Parent & Swimmers

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Dear ACE Parent,

Welcome to the Aquatic Club of Elkhorn, a member club of USA Swimming. We are very proud to be considered one of the best competitive swim programs in Nebraska. The Aquatic Club of Elkhorn offers year-round competitive swim training with specialized groups from novice to elite levels.

USA Swimming is the single most decorated, successful and structured of any youth sport organizations in the world. The Aquatic Club of Elkhorn employs coaches with a passion for the sport and for each of our swimmers. Our program offers the best process towards not only teaching swimmers all four competitive strokes, but preparing them for success in the competitive side of the sport. We are committed to athletic excellence while providing a positive, educational, and healthy environment for all members.

As we move forward in the sport of competitive swimming, take great comfort that your children are surrounded by great people, from the swimmers they share a lane with, to the coaches and parents who help run this club.

Involve yourself as much as you can by facilitating your child's efforts in this sport by getting them to practice and meets on time, by volunteering and/or officiating, by showing them that you care as much about their involvement as they do. Support them with kind words and appropriate praise for jobs well done. Let the coaches coach, and let yourselves be the encouraging and compassionate support system.

We look forward to another great swimming season!

The Aquatic Club of Elkhorn Coaching Staff and Board of Directors

Organization

The Aquatic Club of Elkhorn (ACE), a registered member of USA Swimming, is located in Elkhorn, Nebraska. We operate a year-round, competitive swim team program offering high quality, professional coaching and technique instruction for all ages and abilities - from young, developmental swimmers to athletes with the commitment and talent to achieve success at the national level.

As a registered not for profit organization, ACE is overseen by an elected volunteer parent Board of Directors. The annual meeting of the ACE membership is held once a year. Members are welcome to attend the monthly Board Meetings. Our team's fiscal year runs from September 1 to August 31.

Mission

Developing Achievement, Character and Excellence for life through swimming.

Vision

The Aquatic Club of Elkhorn is dedicated to developing swimmers to achieve their highest potential as athletes and as people. In a competitive swim environment, we promote growth of mind, body, and character to swimmers of all levels through high-quality and consistent coaching and family engagement in a safe environment. Through a shared love of sport and team spirit, we will demonstrate and nurture our core values of Integrity, Passion, Sportsmanship and the Pursuit of Excellence.

Our success is defined by "Building Champions" in and out of the pool for life.

Athlete Protection Policy

As a registered club affiliated with USA Swimming (USAS), Aquatic Club of Elkhorn (ACE) adheres and follows the USA Swimming Minor Athlete Abuse Prevention Policy (MAAPP) and Code of Conduct (COC) Articles 304, 305, and 306 for both its athletes and non-athlete members. A complete copy of the MAAPP and COC can be found at www.usaswimming.org and at www.aceotters.com.

Non-athlete members (coaches, officials, members of the Board of Directors, and certain volunteers based on activities required) must adhere to all requirements of USA Swimming, including but not limited to background checks, classes and testing, and certifications. Additional requirements may be instituted by USA Swimming or Midwestern Swimming (MWS) from time to time. Non athlete members that are not current on the requirements set forth by the club or governing body will not be allowed to participate in club activities until re-certified. All new club hires must pass the USA Swimming pre-employment screening process as defined in sections 502.4 and 502.6.3 of USAS Rules. Pre-employment screen results must be kept on file at the club level. ACE shall marshal all non-athlete members on deck for current certification cards at all ACE hosted meets.

Board of Directors

The administrative functions and management of the club are overseen by the ACE Board of Directors. The Board is composed of four officers (President, Vice President, Secretary, and Treasurer) and five members at large. The head coach and club manager are non-voting members of the Board. The listing of the elected members to the ACE Board of Directors can be found on the ACE website.

The Board of Directors is responsible for establishing the mission, developing guiding principles and strategic direction of the organization, and ensuring the necessary resources are available to manage a financially sound, competitive age-group swimming program. The coaching staff and club manager manage the day to day affairs of the club by ensuring appropriate planning, coordination, and implementation of the program established by the Board to support the mission and strategic plan of the club.

All members are welcome to attend the monthly Board Meetings upon request to the Board president and are encouraged to be involved in team activities.

Elections for board positions are held at the annual parent meeting. Please contact any board member for additional information regarding board position nominations

ACE Coaching Staff

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The ACE staff consists of professionally trained coaches. Our coaching staff provides the assurances that the time your children spend swimming will be quality time. ACE strives to maintain ideal coach to swimmer ratios in order to provide quality instruction, coaching and attention to **ALL** of our swimmers.

<u>Training Groups</u>	<u>Coaching Staff</u>
Seniors	Kim Berndt, ACE Head Coach/ Seniors Coaching Director
Performers	Carter Kennell, Performers Coaching Director
Challengers	Eric Samson, Challengers Coaching Director
Seekers	Kim Berndt, ACE Head Coach/ Seekers Coaching Director
Explorers Black	Michael Stein, Explorers-Black Coaching Director
Explorers Green	Jenna Foiles, Explorers-Green Coaching Director
Adventurers	Kari Mettenbrink-Rushlau, Adventurers Coaching Director
Discoverers	Paul Pechous, Discoverers Interim Coaching Director

Coach Responsibilities

The coaches' role is to help each ACE swimmer to reach his or her goals, whether it is to achieve that first qualifying time, or go to a National level meet in an engaging multi-level, progressive/ developmental competitive program setting.

1. The Coaching Director of each training group, along with the ACE Head Coach, will determine placement of swimmers in the respective practice groups.
2. Sole responsibility for stroke instruction and the training rests with ACE coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific levels and goals of that group.
3. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. At the conclusion of each race, swimmers are to report to the coaches where they will receive constructive feedback for that specific swim. *(It is the parent's job to offer love and understanding regardless of their child's performance)*
4. The building of a relay team is the sole responsibility of the coaching staff and will be determined based upon the specific meet.

Communication between Coach & Parent

The ACE coaching staff encourages questions and feedback from parents. The coaches' time belongs exclusively to the swimmers, please respect that during practices, If you have questions and/or concerns regarding your swimmer, please email your swimmer's training group coach by respecting the coaches' scheduled pool time.

If you would like to have a face-to-face meeting with a coach before or after a practice session, please first arrange a mutually agreed upon time to meet via email. Parents are not allowed on the pool deck at any time during practice sessions (USA Swimming Rules). Please refer to the team website for coaches' contact information. Click the *Coaches* tab located at the top left of the ACE website.

Often times parents tend to feel more comfortable discussing their concerns over coaching issues with other parents rather than taking them directly to the coach. The problem or concern never gets resolved, but in fact this approach often results in new problems being created.

Some guidelines for a parent who may need to raise some difficult concerns/ issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group.
3. If another parent uses you as a sounding board for complaints about the coach's performance or policies, please encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

Team Communications

There are a number of ways the ACE coaching staff and Board of Directors will communicate with team members and their families in accordance with Safe Sport and MAAPP guidelines. Please check these sources for information, as they are all updated on a regular basis.

- **Website.** Our website, www.aceotters.com, managed by TeamUnify, is the best source of information. The site, as well as Team Feed, is updated frequently and almost immediately if changes occur. Check daily.
- **On Deck App.** In the event an urgent message needs to be sent out, push notifications will be sent to those accounts who have downloaded the On Deck app for IOS and Android platforms.
- **Email.** In the event of sudden changes or other important information, an email will be sent out to everyone on our email list from administration@aceotters.com. You may also add swimmer's emails to the account.
- **Text Message.** In the event an urgent message needs to be sent out, the TeamUnify SMS text messaging system will be used. If you would like to receive messages in this format, add a cell phone number to your on-line account and approve text message feature by completing the verification process. You may also add swimmer's cell phones to the account.
- **Social Media.** ACE maintains official Facebook, Twitter, and Instagram pages that athletes and parents can "friend" or "follow" for educational information and updates on team-related matters.

Membership Directory

Often times members have the need to coordinate sharing rides to and from practice, contacting a swimmer's team mates for a get-together or simply to confirm if the "group of friends" are attending a specific meet. The *Member Search* option is available to parents and swimmer when looking for information in the member directory through the ACE website. The directory shows the swimmer's name, roster group, primary phone number, email address, parent name and mailing address.

Only logged in members have access to this member directory information. Once logged in, click the **Members** link *at the very top of left the screen* and then either click **Display ALL** or search by name, roster and location. Only members who have selected the setting "Yes-I want to participate" in the Member Search option can use the *Member Search* option.

To opt in or out an account can log in, go to *My Account > My Account* and change the Member Search drop down to **Yes - I want to participate** or **No - I do not want to participate** and **Save Changes**.

The membership directory of the Aquatic Club of Elkhorn shall not be used or distributed by any member or employee of the Aquatic Club of Elkhorn for personal gain or for commercial or solicitation purposes.

Fundamentals of Competition

In preparing for your swimmer's meets, the following are some basic fundamentals of competition that the Aquatic Club of Elkhorn's coaches stress.

- Each swimmer should compete with him/herself. It is more beneficial to improve one's time and/or technique than to win a ribbon or medal.
- Sometimes competition is not only about earning best times, but rather working on perfecting a technique and/or race strategy. As a swimmer continues to work on new skills and techniques, their times will eventually improve. When trying something new (e.g., flip turns, technique, etc.) a swimmer may not immediately improve his/her time and times cannot and should not be compared against others.
- The swimmers are taught to set realistic short term and long term goals. Results are directly correlated to practice habits and daily performance.
- The coaching staff encourages age group swimmers to accomplish age appropriate IMR events and then the progressively more challenging IMX events. As swimmers age their favorite events may change. This helps to promote swimmer versatility as they grow, mature, and change body shapes and sizes.
- Sportsmanship is a MUST at ACE. All swimmers, parents, and coaches are expected to respect the officials, competitors, and the facilities we use. Swimmers are to encourage and support their teammates.
- Your team apparel is a source of pride and reflects the Aquatic Club of Elkhorn. At all USA Swimming sanctioned meets, ACE Athletes and Coaches are expected to dress in ACE team apparel. For swimmers this includes team suit, ACE swim cap and an ACE shirt. Parents are encouraged to wear team spirit apparel as well.

Motivational Time Standards

The USA Swimming Age Group Motivational Time Standards are used to offer swimmers a general idea how they match up with other swimmers in their age group events and as they transition between age-groups for given pool settings.

Prior to the very first meet your swimmer enters, s/he will be entered as NT (No Time) for the events. Age group time standards are designed to encourage age group swimmers "to step their swimming up to the next level." Times are listed for groups including B, BB, A, AA, AAA and AAAA.

In a general sense they can be used to compare swimmers in different age-groups with each other, but just because a swimmer has "AAA" times as a 9-10 year old does not mean that same swimmer will get "AAA" times as a 13-14 year old. There are several reasons for this, including differing developmental maturation rates, changing interests, and even injuries.

The Age Group Time Standards are updated every four years by USA Swimming following an Olympic year.

ACE Membership Process

The Aquatic Club of Elkhorn (ACE) welcomes and encourages athletes with various levels of experience and ability. Our program, however, is not designed to teach young people how to swim. The ACE coaching staff instructs the fundamentals of competitive swimming, including stroke technique, physical conditioning and mental preparation for racing.

To become a member of the Aquatic Club of Elkhorn (ACE), new swimmers must complete a tryout held at various points in the year. The swimmer will either be recommended for placement in a specific ACE training group or be referred for further instruction.

A tryout does not guarantee immediate availability to join ACE. Placement in a training group depends on many factors including stroke mechanics, age, prior experience, the swimmer's ability to meet the expectations/ requirements of the training group and lane space availability within the training groups.

Each June/ July, current ACE members will be provided online registration for the upcoming annual season.

Training Group Placement Philosophy

Training group placement is based on many factors, including coaches discretion. There is a big picture, team-wide philosophy that drives group placement decisions. The overall goal of the ACE group placements is to develop skill proficient athletes that are able to advance their training and competitive swimming career through consistent practice and competition events.

The guidelines in place are for the best interest of the athlete and the integrity of the various ACE training groups. Each training group Coaching Director, along with the ACE Head Coach, will determine training group placement of swimmers.

Key factors driving group placement decisions are:

- Coachability (does the swimmer follow instructions, make corrections to swim(s) upon coach direction, listen respectfully, etc.)
- Development / progression of stroke techniques and training specific benchmarks achieved for the respective training groups
- Performance times - Please note, performance time are not the sole factor for group placement.
- Maturity (chronological age, physiological and emotional development, ability to take responsibility of actions/ behaviors)
- Meets the required practice group attendance
- Competes in swim meets as required by the respective training group
- Shows consistent effort and hard work to improve when at practices and at meets
- Arrives prepared for practices (has all the necessary training equipment with them at practice; ready to enter the water on time)
- Behavior when at practice / meets (Being respectful to the swimmers in their lane/ group; to the facilities)
- Respect toward ACE teammates, coaches and USA Swimming officials/ volunteers
- Priority of the sport / Commitment to the team
- Availability of space in the next training group

We understand that group moves are not a small change in your lives as parents. Group moves often involve schedule changes, which potentially affects other activities, carpools, monthly dues, coaches, and new training expectations.

It is our goal to find the most appropriate training group for each swimmer so they can best develop within the ACE program. Just like going from elementary school to middle school and then to high school, each training group level builds upon one another for swimmer development.

Training Group Structures

DISCOVERERS

CONTACT: ACE HEAD COACH, KIM BERNDT / INTERIM COACH PAUL PECHOUS

This is a novice level group for the swimmer discovering the world of competitive swimming. The main focus of the group is on increasing the efficiency of freestyle and backstroke, and introducing the fundamentals of butterfly and breaststroke. Group emphasis is on stroke technique, racing starts, flip and transitional turns with an introduction to clock reading. Swimmers will be introduced to appropriate practice etiquette and swim meet behavior expectations.

Eligibility Consideration Standards: Legally and efficiently completes 50 yd Free and 50 yd Backstroke; has basic fundamentals of Butterfly and Breaststroke. Swimmer understands body line and position in water.

Practice Attendance Expectation:

- 2 to 3 times per week.

Meet Participation Expectation:

- A minimum of two (2) short course meets of your choice, and
- two (2) long course season meets of your choice

Meet Event Recommendations/ Progressions:

- 50s of all strokes

ADVENTURERS

CONTACT: COACH KARI METTENBRINK-RUSHLAU

This is next level novice group for swimmers discovering the world of competitive swimming. The main focus of the group is on continuing the proficiency of freestyle and backstroke and building endurance, and developing a more efficient breaststroke and butterfly. Swimmers will be capable of racing starts, flip turns and transition turns and continue learning clock reading with an introduction to interval training. Swimmers will continue working on practice and swim meet etiquette.

Eligibility Consideration Standards: Officially completes legal 50 yd. races of Freestyle and Backstroke and have attempted Butterfly and Breaststroke. Swimmer has solid body line and position in water and basic fundamentals of butterfly and breaststroke.

Practice Attendance Expectation:

- 2 to 3 times per week.

Meet Participation Expectation:

- A minimum of four (4) short course meets of your choice, and
- two (2) long course season meets of your choice

Meet Event Recommendations/ Expected Progressions:

- All USA Swimming IMR Events based upon age group
- 50s of all strokes
- 100 Individual Medley
- 100 Free and 200 Free

EXPLORERS GREEN

CONTACT: COACH JENNA FOILES

The emphasis for Explorers Green is continuation of stroke development in all four competitive strokes, mastering starts and turns, and developing endurance for more 100 and 200 stroke events. Race preparation is introduced in this group. Swimmers will continue working on swim meet etiquette and developing increased communication with coaches at practices and meets. USA Swimming IMR challenge events completion is expected. Swimmers in this group must participate in the LSC qualifier meet and/ or LSC championship meet at the end of the short course season.

Eligibility Consideration Standards:: Legally complete 50 yd. of all strokes and the 200 IM.

Practice Attendance Expectation:

- At minimum, 3 days per week, or 60% for the month.

Meet Participation Expectation:

- A minimum of four (4) short course meets of your choice
- The short course Qualifier meet and/ or Championship meet in March
- A minimum of two (2) long course season meets of your choice.

Meet Event Recommendations/ Expected Progressions:

- All USA Swimming IMR Events based upon age group
- 50s & 100s of all strokes
- 100 & 200 Individual Medleys
- 200 Free

EXPLORERS BLACK

CONTACT: COACH MICHAEL STEIN

The emphasis for Explorers Black is continuation of stroke development in all four competitive strokes, mastering starts and turns, and developing endurance for more 200 stroke events. Race preparation is continued in this group. Swimmers will further work on swim meet etiquette and communication with coaches at practices and meets. USA Swimming IMX challenge events completion is encouraged. Swimmers in this group must participate in the LSC qualifier meet and/ or LSC championship meet at the end of the short course season.

E. Black Eligibility Consideration Standards:

Girls		Event	Boys	
1:10.49 Y	1:20.29 L	100 Free	1:21.29 L	1:10.99 Y
2:35.39 Y	2:56.29 L	200 Free	2:57.49 L	2:34.59 Y
2:52.69 Y	3:17.09 L	200 IM	3:23.79 L	2:57.29 Y

Performance time are not the sole factor for group placement. See Training Group Placement Philosophy information on pg. 8

E. Black Practice Attendance Expectation:

- At least 3 - 4 days per week
- 60% for the month.

E. Black Meet Participation Expectations:

- Non- High school swimmers - A minimum of five (5) short course meets of your choice.
- High school swimmers - a minimum of three (3) short course meets of your choice
- The Midwestern Qualifier meets and/ or Championship meets in March & July.
- A minimum of two (2) long course meets of your choice.

Meet Event Recommendations/ Progressions:

- All USA Swimming IMR Events based upon age
- 50s & 100s of all strokes
- 200 Free and strokes of choice
- 100 & 200 Individual Medleys
- 500y Free / 400m Free
- Strive to complete the USA Swimming IMX Events based upon age

SEEKERS

CONTACT: COACH KIM BERNDT

The Seekers group is the bridge between the introductory groups and ACE's elite level performance training groups. The focus is on continued refinement of stroke mechanics, improvement of starts and turns and an increase in aerobic, anaerobic and interval training. Long-term and short-term goal setting and racing strategy will be introduced. USA Swimming IMR and IMX challenge events completion is expected. Swimmers in this group are expected to race in the qualifier meet and/ or the championships at the end of each season, if qualified.

Seekers Eligibility Consideration Standards:

Girls	Event	Boys
1:03.09 Y 1:12.09 L	100 Free	1:09.69 L 1:00.89 Y
2:17.49 Y 2:36.19 L	200 Free	2:32.19 L 2:12.49 Y
2:34.49 Y 2:55.59 L	200 IM	2:51.89 L 2:30.69 Y

*Performance time are not the sole factor for group placement.
See Training Group Placement Philosophy information on pg. 8*

Seekers Practice Attendance Expectation:

- At least 3 - 4 days per week
- 70% for the month.

Dryland Training Expectation:

- At coach's discretion.

Seekers Meet Participation Expectations:

- Non- High school swimmers - Minimum of six (6) short course meets of your choice.
- High school swimmers - a minimum of three (3) short course meets of your choice.
- The Midwestern Qualifier meets and/ or Championship meets in March & July.
- A minimum of three (3) long course meets of your choice.

Meet Event Recommendations/ Progressions:

- All IMR and IMX events based on age / ACE Iron Otter Events
- 100s and 200s of all strokes
- 100, 200 & 400 Individual Medleys, based on age
- Distance Freestyle Events
 - 500y / 400m
 - 1000y / 800m OR 1650y / 1500m

CHALLENGERS

CONTACT: COACH ERIC SAMSON

Challengers serves as the next developmental step for those striving to achieve the elite level performance training and racing. Focus is on refining stroke mechanics and racing starts and turns., Increasing aerobic, anaerobic and interval training. Long-term and short-term goal setting will be continued and competitive mental training introduced. Swimmers in this group are expected to race in the qualifier meet and/ or the championships at the end of each season, if qualified

Challengers Eligibility Consideration Standards:

Girls	Event	Boys
1:00.49 Y 1:08.99 L	100 Free	1:04.49 L 56.29 Y
2:10.39 Y 2:29.39 L	200 Free	2:20.59 L 2:02.59 Y
2:25.49 Y 2:47.79 L	200 IM	2:38.29 L 2:17.09 Y

*Performance time are not the sole factor for group placement.
See Training Group Placement Philosophy information on pg. 8*

Dryland Training Expectation:

- At coach's discretion.

Challengers Practice Attendance Expectation:

- At least 4 - 5 days per week
- 80% for the month.
- Dual sport athletes must attend at least two (2) practices/ week during the second sport season.

Challengers Meet Participation Expectations:

- Non- High school swimmers - Minimum of seven (7) short course meets of your choice.
- High school swimmers - a minimum of three (3) short course meets of your choice.
- Midwestern Qualifier meet and/ or Championship meet in March & July.
(applies both HS & non-HS swimmers)
- A minimum of three (3) long course meets of your choice.

Meet Event Recommendations/ Progressions:

- All IMR and IMX events based on age
- 100s and 200s of all strokes
- 200 & 400 Individual Medleys
- Distance Freestyle Events
 - 500y / 400m
 - 1000y / 800m OR 1650y / 1500m
- ACE Iron Otter Events

PERFORMERS

CONTACT: COACH CARTER KENNEL

Performers is a year round training commitment group consisting of swimmers who are striving to reach higher competitive level goals (ie: placing in top 16 at the high school conference & state championships, striving for Speedo Sectional level meet qualifying times). The focus is on the continuation of aerobic, anaerobic and interval training. Conditioning is a vital component to performance in conjunction with detailed attention to stroke mechanics, racing strategy and analysis. Goal development becomes a key component for seasonal and daily planning.

Performers Eligibility Consideration Standards:

Girls	Event	Boys
58.99 Y 1:07.89 L	100 Free	1:01.69 L 53.49 Y
2:08.09 Y 2:26.19 L	200 Free	2:14.89 L 1:56.99 Y
2:22.99 Y 2:44.49 L	200 IM	2:31.39 L 2:10.09 Y

*Performance time are not the sole factor for group placement.
See Training Group Placement Philosophy information on pg. 8*

Dryland Training Expectation:

- Strongly encouraged to participate in a coach approved dryland training program.

Performers Practice Attendance Expectation:

- Five (5) days per week
- 90% for the month.
- Dual sport athletes must attend at least three (3) practices/ week during the second sport season.

Performers Meet Participation Expectations:

- Non- High school swimmers - Minimum of seven (7) short course meets of your choice.
- High school swimmers - a minimum of three (3) short course meets of your choice.
- Midwestern Qualifier meet and/ or Championship meet in March & July.
(applies both HS & non-HS swimmers)
- Spring & Summer Sectionals meets, if qualified.
- A minimum of three (3) long course meets of your choice.

Meet Event Recommendations/ Progressions:

- Carry full & well rounded event load at each meet based on target goals.
- 100s and 200s of all strokes
- 200 & 400 Individual Medleys
- Distance Freestyle Events
 - 500y / 400m
 - 1000y / 800m OR 1650y / 1500m

SENIORS

CONTACT: COACH KIM BERNDT

This group is for highly dedicated competitive swimmers for whom swimming is a priority. Athletes in this group are striving for elite level performances at national level meets: *Sectionals, Futures, Jr. Nationals, Nationals*. Swimmers in this training group must have current Sectionals qualifying times in multiple events. Commitment to travel meets is expected.

Time management is crucial to balance the demands of a rigorous training program with school work. Weekday scheduled practice (includes a combination of AM & PM practice times) and Saturday morning practice attendance required unless arrangements are communicated/ arranged with Coach Kim.

Training focus is on detailing and refining stroke mechanics with an integration of multiple training methods and intense training to help athletes achieve their goals.

Seniors Eligibility Consideration Standards:

*Swimmers must have multiple current
Reg VII Sectionals qualifying times*

Girls	Event	Boys
54.69 Y 1:03.59 L	100 Free	58.09 L 49.69 Y
1:59.09 Y 2:16.99 L	200 Free	2:06.99 L 1:49.09 Y
2:16.49 Y 2:34.99 L	200 IM	2:22.99 L 2:03.99 Y

*Performance time are not the sole factor for group placement.
See Training Group Placement Philosophy information on pg. 8*

Dryland Training Expectation:

- Strongly encouraged to participate in a coach approved dryland training program.

Seniors Practice Attendance Expectations:

- 95% for the month
- 5 to 6 days per week on average
- Dual sport athletes must attend at least three (3) practices/ week during the second sport season.

Seniors Meet Participation Expectations:

- Minimum of three (3) short course meets of your choice OR at coach's discretion.
- Spring & Summer Sectionals/ National level meets expected, if qualified.
- A minimum of three (3) long course meets one of which must be championships, if not higher level meet

Meet Event Recommendations/ Progressions:

- Carry full & well rounded event load at each meet based on target goals established with Coach.

Collegiate Swimmers: Winter Break & Summer Training

Collegiate swim team members who would like to train with the Aquatic Club of Elkhorn are required to register with the club, pay all applicable costs associated with USA Swimming Registration, ACE administration and training fees, and complete any USA Swimming MAAPP requirements.

The athlete would compete as a member of the Aquatic Club of Elkhorn at any meets held May - July. Any costs associated with entering a swim meet will be invoiced as necessary.

Placement will be determined by the ACE Head Coach following evaluation of the swimmer current performance times, collegiate program structure, and level of swimmer fitness.

Representing the ACE Swim Team

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 the Aquatic Club of Elkhorn, they represent the team and fellow teammates at all times.

- **Code of Conduct** – All members of the Aquatic Club of Elkhorn 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 as well as on the ACE website.
- **Facility Stewardship** – The Elkhorn Common Ground Community Center (CG) is the Aquatic Club of Elkhorn's primary training facility. The facility/staff will always be treated with respect. The Aquatic Club of Elkhorn 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. This applies to any facility ACE swimmers use for training or competition.
- **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.
- **Swim Meets** – Your team apparel is a source of pride. At all USA Swimming sanctioned meets, ACE Athletes and Coaches are expected to dress in team apparel, team suit, team cap and team shirt. For designated meets, a particular shirt color/sequence may be selected. National Team, Sectional 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 volunteer as part of the MeetCREW, sit together at practices and meets, wear ACE apparel, positively share information, cheer for everyone and enjoy being members of the Aquatic Club of Elkhorn. Support your swimmer with kind words and appropriate praise for jobs well done. Let the coaches coach, and let yourselves be the encouraging and compassionate support system.
- **Promoting the Aquatic Club of Elkhorn Swim Team** – 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.

ACE Equipment & Apparel Information

ACE is sponsored by Arena. ALL members of the ACE Swim Team will need the following required equipment appropriate to their respective training group. All equipment must be brought to practice each day. If swimmers do not bring their required equipment to practices, they may be sent home by the coach for lack of preparation as they cannot adequately participate in training. **Equipment bags and training gear must have the swimmer's name clearly marked so if misplaced the item(s) can be returned.** ACE is not responsible for missing items.



ACE has set-up an on-line store website with **Elsmore Swim Shop** as an option for parents to use to purchase the required equipment and apparel. The prices listed on the Elsmore website www.elsmoreswim.com have been discounted for ACE members. ACE receives a percentage of the sales for use by the club for future equipment purchases.

Required Training Group Practice Equipment & Apparel			
Discoverers	Adventures	Explorers Green	Explorers Black
Practice suit(s) Goggles (2 pair min.) Water bottle Swim cap Mesh equipment bag Training fins Speedo Pull Kick	Practice suit(s) Goggles (2 pair min.) Water bottle Swim cap Mesh equipment bag Training fins Speedo Pull Kick	Practice suit(s) Goggles (2 pair min.) Water bottle Swim cap Mesh equipment bag Training fins Speedo Pull Kick Snorkel Nose Plug	Practice suit(s) Goggles (2 pair min.) Water bottle Swim cap Mesh equipment bag Training fins Speedo Pull Kick Snorkel Nose Plug Hand Paddles #
Seekers	Challengers	Performers	Seniors
Practice suit(s) Goggles (2 pair min.) Water bottle Swim cap Mesh equipment bag Training fins Speedo Pull Kick Training Snorkel Nose Plug Hand Paddles # Finis Tempo Trainer	Practice suit(s) Goggles (2 pair min.) Water bottle Swim cap Mesh equipment bag Training fins Speedo Pull Kick Training Snorkel Nose Plug Hand Paddles # Finis Tempo Trainer StrechCordz w/ Handle <i>(Medium Resistance - Green)</i>	Practice suit(s) Goggles (2 pair min.) Water bottle Swim cap Mesh equipment bag Training fins Speedo Pull Kick Training Snorkel Nose Plug Hand Paddles # Finis Tempo Trainer StrechCordz w/ Handle <i>(Medium Resistance - Green)</i>	Practice suit(s) Goggles (2 pair min.) Water bottle Swim cap Mesh equipment bag Speedo Pull Kick Training Snorkel Nose Plug Hand Paddles # Finis Tempo Trainer StrechCordz w/ Handle <i>(Medium Resistance - Green)</i> DMC Elite 1 fins Power Bag (Medium - PB40) DBand ankle band

The coaches will measure the swimmer for the correct size hand paddles. ACE will order these and accounts will be billed accordingly.

ALL ACE Athletes: Required Meet Apparel & Equipment

Black ACE Arena competition swimsuit ***

ACE swim cap **

latex or silicone: *green (preferred), black or white*
 Option to personalized with last name by special order

Goggles

ACE team shirt

(swimmers will receive 1 free ACE team shirt at the start of each ACE annual season)

[ACE Warm-up jacket](#) or [ACE Swim Parka](#)

Closed toe shoes (*sneakers or water friendly shoes*)

Towels, Water bottle

**** ACE team caps are the only swim caps permitted to be worn at swim meets.**

*** Bonded Technical racing suits are to be worn ONLY by swimmers who are 13 & Over at championship or higher level meets in accordance with the USA Swimming 12 & Under Tech suit ban as of September 2020.

ACE Practice Schedules, Changes & Cancellations

ACE posts all practice schedules on the www.aceotters.com website under the Team Info > Practice Times, as well as the Group Practice Calendar.

Practices run from September through July. Variances from the normal practice schedule will be posted on the monthly calendars on the team website. Due to the high school swim team season, ACE alters the practice schedule mid-November through February as the Elkhorn high school swim & dive program has priority over ACE for the usage of the Common Ground aquatic facility. At times, there will be practice schedule changes, such as when the high school holds home swim & dive meets, for special events or due to pool issues announced by Common Ground.

Swimmers may not practice with a group other than their own. Training group schedules, particularly in relation to group size, lane space, and ability do not have the flexibility to accommodate swimmers from other training groups. Exceptions to swim with another group must be granted by the Head Coach and must be arranged in advance, and only when deemed necessary.

We schedule a "spring break" for swimmers and coaches the last weeks of March following the Midwestern Swimming Short Course championship meet and as we transition to the start of the long course season which begins in April.

There are no scheduled practices for Discoverers and Explorers during the month of August. Seniors, Performers, Challengers and Seekers may have the option for practices in August if pool time is available, which will be billed appropriately to the respective ACE accounts. Dates/ times and fees will be communicated out as information becomes available.

The ACE Website calendar will be updated as quickly as possible when there is a change in the practice schedule. Make it a practice to check the website frequently and monitor email from ACE for notifications.

Inclement Weather

Whenever there is bad weather that causes a change in the practice schedule or a swim meet, information will be sent by email, OnDeck app push notifications and SMS text messaging. Be sure to sign up for text messaging and that your ACE account lists the email address you check most often.

Common Ground Community Center / Facility Use Policies

ACE practices are held at Elkhorn's Common Ground (ECG) located at 1701 Veterans Drive. The pool is 25 yards, 8 lanes and has locker rooms available for use by ACE members. The pool is equipped with a Daktronic Timing System with an 8-lane readout scoreboard and relay judging platforms/ reaction pads for each lane.

Common Ground membership is not required to be a member of ACE. For more information about the facilities you may contact Common Ground at 402-289-0451.

ACE is very fortunate to have a great facility in which to train. Out of respect for the facility and the Common Ground staff, ACE members are asked to be courteous and respectful and follow all rules established by ACE and Common Ground.

Drop off/ Pick Up

1. Parents: You must park in the parking lot when dropping off or picking up swimmers. You may not park and wait to pick up swimmers in the fire lane of the building entrance. You may drop off swimmers ten minutes prior to the start of practice, but please no earlier.
2. Swimmers may not wait in the parking lot after dark. Parents may park and come in, or swimmers can wait in the designated area until the parent pulls up in the pick-up area.
3. All swimmers must be picked up right after the end of the scheduled practice. Chronic failure to pick up your swimmer on time from practices may lead to monetary fines. This applies to all training groups.

Swimmer Check-in and Exit

1. Upon entering the swim meet entrance doors, swimmers must proceed upstairs to the pool stands to get ready for practice until coaches call them down to the pool deck to get in the water to start practice. This applies to all training groups.
2. All swim bags, towels, shoes, etc. must be kept in the pool stands during practice.

3. No swimmers are to congregate in the Common Ground locker room, lobby or common areas.
4. Please leave the pool area through the meet entrance doors. Swimmers are not to exit through the locker room doors or Common Ground lobby.

Parents @ Practice

1. Parents who wish to stay and watch practice, must enter Common Ground only through the Swim Meet Entrance doors and proceed directly to the pool stands and sit in the designated parent area.
2. Parents are not permitted to congregate in the Common Ground lobby or common areas.
3. Parents must stay in the designated parent area of the bleachers at all times. In order to maintain the validity of our insurance, parents are not permitted on the pool deck at any time.
4. Parents may use the restrooms located in the Common Ground lobby entrance. Parents are not to enter locker rooms and changing areas unless it is an emergency. In those instances, it should only be a same-sex parent.
5. If parents wish to speak with a coach, they must make an appointment via email to schedule a convenient time to chat. Coaches most often times will not have time to chat before or after practices.
6. If siblings must come with the parent to practice, please keep the child in the designated parent seating area. Please keep close supervision of the sibling as they should not be running around the top of the pool stands, pool deck or the Common Ground facility.

Check-in for swimmers & parents who are ECG members

Even if you are an ECG member, while you are at an ACE practice you function as an ACE member, not a Common Ground member. Please stay with the team and participate in the team's activities.

Pool Deck & Locker Rooms

1. Swimmers should use common courtesy when at the pool.
2. Keep the pool area, viewing stands and the locker rooms picked up.
3. ACE swimmers are to use the high school locker rooms only, not Common Ground member locker rooms.
4. The high school locker rooms are only accessible from the pool deck as the doors from the lobby are to be locked at all times.
5. Locker rooms use if for restroom and changing purposes only. Swimmers need to be respectful when using and leaving these areas as this is the exclusive space of Elkhorn Public Schools/ Common Ground who permit our members to use the space.
6. Locker rooms are not a social hangout location.
7. Smart phone usage is not allowed in locker rooms. USA Swimming Athlete Protection Policies prohibit the use of cell phones and other mobile devices with recording capabilities, including voice recording, as well as still cameras and video cameras in the locker room or other changing areas.
8. Parents are not to enter locker rooms and changing areas unless it is an emergency. In those instances, it should only be a same-sex parent. Restrooms for parent use in located just off the Common Ground entrance.
9. Theft or destruction of property, belonging to another swimmer or the facility, will not be tolerated and will result in immediate disciplinary action.
10. Use of the locker room is a privilege. If you choose to break any of the above listed rules, you will be subject to disciplinary action including possible suspension and/or termination from ACE.
11. ACE will not tolerate behavior problems in the locker rooms.
12. Anyone caught violating these rules may lose locker room privileges and be subject to removal from the club.

Competition Time: Understanding Swim Meets

Meets are a fun and exciting part of being on the swim team. The meet schedule will be posted on the ACE website as soon as meets are selected for each season.

Meet schedules can often be confusing to determine which particular meets swimmers are eligible to swim. Please direct any questions concerning the meet schedule and your swimmer's eligibility to your swimmer's coach or to the club manager as we can gladly guide you in the right direction to help your swimmer be successful.

All swimmers are expected to participate in minimum number of meets during the short course season and the long course season as outlined in the training group descriptions. Participation in meets provides swimmers a chance to show skill development and growth, but most importantly, the chance to race and self evaluate—after all ACE is a competitive swimming club.

Should a swimmer not participate in the minimum number of meets during the short course season, the swimmer's parents will be contacted to arrange a meeting in person with the coaches regarding not meeting the training group's meet expectations. The swimmer may be placed on probation for the following season. If the swimmer completes the minimum number of meets as outlined by their assigned training group, the swimmer will be considered in good standing. If the swimmer DOES NOT participate in the minimum number of long course meets when on probation due to the lack of meet participation in the given season, the coaching staff may recommend to the Board of Directors to remove the swimmer from the team.

Swimmers placed on probation twice in 4 seasons (2 short course & 2 long course), will be presented to the Board of Directors for removal from the team.

How to Enter Swim Meets

To enter a swimmer in a meet, you must use the ACE website via TeamUnify system. Do NOT enter a swimmer in a meet by contacting the host club. If you wish to enter a meet that ACE is not participating in, please contact the Head Coach to make any necessary arrangements.

The process to indicate your swimmer will participate in a meet or will not participate in any portion of the meet is as follows:

1. Sign-in to your TeamUnify account.
2. Click on the Meets & Events tab and find the list of meets available for your child.
3. Select the meet in which you are interested in for your swimmer.
4. Click on the **Attend / Decline** button for the meet
5. Click on your swimmer's name. A Declaration pull down will appear.
6. From here you can commit the Athlete by using the Signup Record and Selecting **"Yes, please sign (swimmer's name) up for this event."** Click on the sessions your swimmer will be available.
7. **NEW THIS SEASON**, The ACE coaches will select the events for swimmers who commit for a given meet. If you or your swimmer wish to have a say in the events, please leave comments in the note section of the sign up window.
8. Always remember to **Save Changes!**

Once the deadline has past, you will NOT be able to un-commit your swimmer as the team entries are processed. Declaring for a meet will turn off on Midnight, the day of the ACE sign up deadline. **Please be aware that once meet entries are sent to the meet host, the swimmer's entry fees have been paid - It is too late to get these fees refunded.** Thank you in advance for adhering to the meet entry deadlines

How to pay for meet entries

Swim meet entry fees are charged in addition to the cost of your swimmer's monthly training. The fees are listed on the meet information flyer. The meet fees will be invoiced to your monthly statement. Please note meet fees are not refundable. The club does not receive a refund if a swimmer scratches an event or has to miss a meet due to illness or another obligation.

If a meet offers relays, and you do not indicate in the meet entry notes at sign up your unavailability, it will be assumed your swimmer will be available for relays and charged accordingly. Failure to show for a relay may be subject to fines.

In general, the following fees will apply, all of which will be invoiced to your monthly statement:

- Individual event fees, as indicated in the respective meet information
- Relay event fees, if applicable
- ACE Coaching fee
 \$10 for MW LSC meets (\$20 max/ family); up to \$25 for non-MW LSC meets (\$50 max/ family)
- LSC / Midwestern Swimming athlete fee
- Meet Facility Use fee, if applicable

Swim Meet Procedures: Before, During and After Your Race

All ACE team rules apply at meets. Swimmers and parents are representing ACE when they travel to another pool for a meet. Please conduct yourselves respectfully and appropriately. Parents are expected to share in the responsibility of supervising their swimmers and instructing them to behave appropriately and remain in the team area. Please leave the facilities, in which we are a guest, just as they were, if not better, when we arrived, including picking up any trash left behind.

1. The week of the meet, check the entries for your swimmer, which will be emailed out by the coaches. If there are any problems with your swimmer's entries, let your swimmer's coach know as soon as possible.
2. All ACE swimmers are to wear the recommended Arena black team suit and must wear an ACE team cap during both warmups and actual competition. Swimmers are to wear an ACE team t-shirt during the meet. All other team apparel is strongly recommended, but optional. Be proud to wear your ACE team colors! Wearing the complete team uniform promotes team unity and pride.
3. Arrive at the pool 20 minutes prior to the scheduled warmup time, and locate the ACE team area where all team members sit. The meet warmup times are listed in the meet information and will be emailed out the week of the meet.
4. Obtain a heat sheet, and check to see if your swimmer is properly entered in all events. If there is a mistake, have your swimmer inform their coach immediately so corrective action can be taken if appropriate. Generally, heat sheets costs between \$3 and \$20.
5. Warmups are always conducted by the ACE coaching staff. **It is extremely important for all swimmers to participate in warmups with the team.** Swimmers' bodies are just like cars on a cold day—they need to get the engine going and warmed up before they can go all out in a race.
6. Each swimmer is responsible for knowing which events s/he is swimming and for being on time to swim his/her event. **Coaches will not hunt for a swimmer to tell them when to go behind the blocks.**

It is customary to write event numbers, heat and lane assignments on a swimmer's hand, arm, or leg with a

E	H	L	S
15			25 free
17			25 fly

Sharpie marker. The best approach is a grid as shown below. The **E**vent number and **S**troke are found on the meet flyer posted on the website. The **H**eat and **L**ane assignments can be found in a meet heat sheet which is available for sale at each meet.

7. At the conclusion of each race, swimmers are expected to go immediately to their coach. The coach discusses the race with each swimmer individually and gives positive comments concerning splits, stroke technique, and race strategy and something constructive to keep working on for the next race.
9. **NOTE: Under USA Swimming rules, parents are not allowed in the immediate competition venue (the pool deck) unless they are serving in an official or host meet volunteer capacity.**
10. All questions concerning meet results, an officiating call, or the conduct of a meet should be referred to the ACE coaching staff at the conclusion of the session. They, in turn, will pursue the matter through the proper channels.
11. In between races, swimmers are asked to rest and stay warm. All energy should be stored up and used in competition. If swimmers must eat, a light, nutritious snack and plenty of water is recommended.
12. Swimmers are expected to sit with the team.
13. As a matter of team pride and courtesy to the meet host, swimmers are expected to leave the ACE team area in a neat and clean condition at the conclusion at each session of the meet.

14. It is very important that swimmers check with the coaching staff prior to leaving the swim meet, making certain that their swimmer has not been placed on a relay.
15. Prelim & final meets, all swimmers who qualify to compete in the finals are expected to participate in the finals. Team members are strongly encouraged to return to the finals sessions to support the team and take advantage of the opportunity to learn from watching the finals. At times, alternate and relay positions open up that need to be filled.
16. Team members and parents are expected to display proper respect and sportsmanship toward coaches, officials, meet administrators, and fellow competitors.
17. Should inclement weather cause a swim meet to be delayed or cancelled, ACE will send notification to parents as soon as it is received from the host club. Notification will be via email, posting on the website, and a text message will be sent to cell phones listed on family account.
18. If a swimmer is unable to attend the meet due to illness etc., please email the Head Coach, the ACE Meet Entries Coordinator and your practice group coach.

Higher Level Meet Opportunities

Throughout the short course and long course seasons, meets requiring travel and qualifying standards will be available to members of the ACE Swim Team. These meets are opportunities for a “team of swimmers” to travel with a coach to a meet outside of the Midwestern LSC. Meet information, travel arrangements, and other issues of importance regarding the meet will be communicated to parents through email and posted to the ACE website. In some cases, a parent meeting may be held to communicate the travel details. Code of Conduct Forms will be distributed and must be completed and returned to the coach/ club manager before a scheduled trip. Swimmers participating in these meets are expected to have the necessary qualifying standards in addition to practice attendance requirements. More information regarding the meet opportunities will be distributed during the season.

Parent Involvement: Become a Meet Official

Swim meets cannot be run without officials who ensure that everything runs smoothly, within the guidelines of USA Swimming. These are the people who act as Starters, Stroke and Turn Officials, Referees, etc. Midwestern Swimming to which ACE belongs – strongly encourages all Midwestern Swimming teams to provide officials in a wide range of capacities.

Benefits of being a Midwestern Swimming Official

- You are helping support a great sport for your children.
- You are closer to the action.
- It is frequently much cooler on deck than in the stands.
- You get free meals and refreshments.
- Fulfill club volunteer obligations at meets you would attend anyway.
- Gain a fuller understanding of swimming and sports in general.
- Easy opportunity to complete ACE MeetCREW hours at your convenience.

Becoming an official begins by taking a Midwestern Swimming officials clinic, passing an open book, online test, completing a background check, registering as a Non-Athlete USA Swimming member and then fulfilling an apprenticeship. Please contact the [ACE Head Coach](#), [Club Manager](#) or [MWS Officials Chair](#) to learn more about this process. As an official from ACE, your annual USA Swimming non-athlete registration and any background check expenses will be paid by the club if you maintain your certification.

As an official, you can officiate at any meet in the area (even if ACE is not attending the meet.) We encourage our officials to work at other meets both because it's a courtesy of ACE to provide officials and because officials from other teams officiate at our meets.

ACE apprentices/ officials can earn volunteer hours at our hosted meets. Officials will automatically earn 16 MeetCREW hours upon completion of their apprenticeship.

To find out more see: [Becoming an Official](#) and the various [types of officials](#) needed for meets.

2021 - 2022 Season Financial Information

<p>Annual ACE Membership Fee</p> <p>1st swimmer: \$150 2nd swimmer: \$125 3rd swimmer: \$100 4th swimmer: \$75 THIS FEE IS NON-REFUNDABLE.</p>	<p>During the annual registration process for returning and new members, each swimmer will be charged an ACE Membership Fee.</p> <p>Families with multiple ACE swimmers will receive a discounted annual membership fee at the time of registrations.</p> <p>The Annual ACE Membership fee will be pro-rated by calendar quarter for those new swimmers registering with ACE mid-season, following the tryout process.</p>
<p>USA Swimming Reg. Fee</p> <p>Athlete Premium Membership: \$74 Seasonal Membership*: \$37 <i>(For April 15 - August 31 only*)</i></p> <p>Outreach Membership: \$5/year THIS FEE IS NON-REFUNDABLE.</p>	<p>All ACE swimmers must be registered athletes with the national governing body of amateur swimming in the United States. Annual registration covers the period from September 1st of the current year until December 31st of the next year. The Athlete Annual membership fee covers liability and secondary medical insurance for the swimmer. If an athlete is interested in the USA Swimming Athlete Flex membership, please contact the ACE Club manager for details.</p> <p>Outreach Athlete membership fee is available to qualified athletes in accordance with USA Swimming guidelines. If an athlete participates in a free/ reduced school lunch program and provides documentation, the membership becomes \$5.00. For more information, contact ACE.</p>
<p>Training Group Fees</p> <p>Seniors: \$165 / month Performers: \$150 / month Challengers: \$135 / month Seekers: \$120 / month Expl Black: \$110 / month Expl Green: \$105 / month Adventurers: \$90 / month Discoverers: \$85 / month</p>	<p>The training group fee covers the swimmer's monthly practice sessions. The ACE season runs from September through July. The amount of the monthly fee is based on the swimmer's assigned practice group. If a swimmer is moved from one group to another, he or she will be charged the monthly fee for the highest group in which he or she participates.</p> <p>On the 1st of each month, the monthly training group fees are automatically billed to your account. Regardless of the number of practices a swimmer attends, the monthly fees are not pro-rated and are non-refundable. Parents can view charges applied to their account at any time by logging into the ACE account.</p> <p>Membership to Common Ground is not required for participation with ACE. Training group fees do not include any additional access to the Common Ground facility or programs.</p>
<p>Inactive Administrative Fee</p>	<p>Swimmers may elect to take up to two (2) inactive months during the ACE season (Sept - July). An "Inactive Fee" of 50% of the monthly training fee will be assessed per swimmer each month via the normal billing cycle in place of the monthly training group fee. For more information regarding inactive leave, please refer to the ACE handbook.</p>
<p>Meet Fees (Determined on a per meet basis) MEET FEES ARE NON-REFUNDABLE.</p> <p>Outreach Athlete Meet Fees</p> <p>Meet Coaching Fees</p>	<p>If swimmer(s) participates in any meets, charges will be included on your monthly invoice. Amounts vary depending on the meet and the number of events in which the swimmer participates. See each meet flyer for specific meet fee costs. If your swimmer is entered in a meet and does not attend the meet, your account will be billed for these fees.</p> <p>Outreach athlete meet fees are twenty-five percent (25%) of the published entry fee for all Midwestern Swimming sanctioned competitions, which are reimbursed to your ACE account as a credit.</p> <p>ACE reserves the right to charge a nominal coaching fee of \$10/ swimmer, max \$20/ family (<i>in addition to standard meet fee</i>) for MW LSC meets and \$25/ swimmer, max \$50/ family for non-MW LSC meets to offset expenses associated with the coaches for a given meet. Should further team travel fees be necessary, information will be included at time of meet announcement along with the travel and lodging expense estimates.</p>
<p>MeetCREW Non-Volunteer Fee</p>	<p>Each ACE family will be required to volunteer a minimum of 8 hours for the 2021-22 ACE season (Sept - July). If unable or unwilling to perform the required number of volunteer hours, the member account will be assessed a \$150 "non-volunteer fee" after the last ACE hosted meet.</p>
<p>Electronic Payment Policy</p> <p>Late Fee Policy</p>	<p>All ACE accounts must use the Auto Pay feature in the ACE website/ Team Unify system (credit card or ACH). Accounts are billed on the 1st of each month. Checks / Bill Pay are NOT accepted.</p> <p>Parents are responsible for making sure the credit card or checking account information in the account is up to date so the payment will process. In need of assistance, please contact the ACE Club manager.</p> <p>If payment does not process on the 1st of the month for the balance owed, the account will be charged a \$25 late fee for the month. Should payment not process on the second month, the account will be charged an additional late fee of \$50. For more information regarding the late fee policies, please refer to the ACE handbook.</p>

Financial assistance is available for qualifying members, please inquire with ACE Club Manager or Board President for details.

Financial Policies

Electronic Payment Policy

ACE provides the TeamUnify team management platform for its members. Using our secure TeamUnify website, www.aceotters.com, members can view their current account balances as well as set up automatic payments of their account.

The ACE Board of Directors requires all ACE accounts to be paid using the *Auto Pay* feature within the ACE website/ TeamUnify system using either credit card or ACH. Checks for payment to ACE are not accepted.

Auto payment via credit card or ACH will be processed on the 1st of the month, in the amount equal to the balance of your account. An invoice will not be sent to you, since you can view your account balance at any time when logged into your account on the ACE website. The website automatically places the monthly training group fees charge onto all active member accounts at midnight on the first of each month (September - July).

Auto payment credit card transaction will show up on your card right away on the 1st of the month, while the ACH transaction may take 5-7 business days to show up on your bank account. If your initial setup for *Auto Pay* is after the 1st of the month, the first payment would not occur until the 1st of the following month. It is not an immediate transaction on the initial setup except in the case of the registration process.

Parents are responsible for making sure the credit card or checking account information in the account is kept up to date. This is the account holders responsibility and there is no system to alert members when credit cards fail (which they do because of fraud, expiration, cancelation and other reasons). **If the credit card on file does fail, you will receive email notification from TeamUnify and/ or the club manager.** If the card is not updated and payment is not resolved by the 10th of the month, the account will be charged a late fee. Instructions for setup of *Auto Pay* are located on the ACEOTTERS.com website in the account information section.

Late Payment Policy

If your auto payment does not process on the first of the month for the balance owed, the account will be charged a \$25 late fee for the month if not resolved by the 10th of the month.

The outstanding payment will be re-submitted the next month for the past due balance and late fee along with the current month's invoice balance. If the payment does not process on the second month, the account will be charged an additional late fee of \$50 and the swimmer(s) will not be allowed to practice until the following month if the payment doesn't process.

If a payment does not process on the third month, the swimmer's membership on the team will be subject to termination. The account holder will be responsible for the outstanding balance, all late fees and potentially subject to all fees pursuant to collection.

Excessive failure to pay for the required months, and/or assessed account fees, may result in not being able to register for the next year's season.

Inactive Policy

If your swimmer will not be swimming during a particular month or months due to family conflicts, vacations, non-swimming sports, etc., you may choose to put him/ her on inactive status. Swimmers **may be "inactive" for up to two (2) months of the ACE season (Sept – July)**. The months do not have to be consecutive.

During any month the swimmer is inactive, he/ she will not be allowed to attend any practices OR swim meets. The parent account will remain active for all necessary financial and communication purposes. The athlete is temporarily suspended within the online membership system. Should a swimmer need to register for an upcoming swim meet following the inactive month, please contact the club manager and accommodations can be made.

Parents are required to send request **via email to administration@aceotters.com** in order to be considered inactive. Notification to coaches or any other source, in any other form, is not accepted.

All inactive notices must be received by the 10th of the prior month you plan for inactive status. You may send an email that includes more than one month for inactive status. For example, if you know your swimmer is going to be inactive for January and March and you only want to send an email once, it must be received by December 10th for January inactive status and March will also be noted in your account. Your inactive status will expire at the end of the month(s) requested which at that time the swimmer will once again become active and subject to monthly training fees.

You will receive a reply email from ACE Administration indicating acknowledgement of your inactive status request. If you do not receive an email confirming inactive status, please contact administration@aceotters.com.

During the inactive month(s), an "Inactive Administrative Fee" of 50% of the normal monthly training fee will be invoiced in place of the full training group rate for that billing cycle. This fee offsets ongoing ACE expenses for coaching staff/ facilities and reserves the swimmer's spot on the ACE roster upon their return.

The inactive fee does not apply to swimmers while participating on their high school swim team.

INACTIVE MONTH	NOTIFICATION REQUIRED BY
September	At the time of the 2021 - 22 registration
October	September 10
November	October 10
December	November 10
January	December 10
February	January 10
March	February 10
April	March 10
May	April 10
June	May 10
July	May 10

Inactive Policy: High School Swim Team Leave

ACE members who will be participating on their high school swim team must notify the training group coach AND club manager administration@aceotters.com by October 10th.

The "Inactive Fee" does not apply to swimmers who are actively participating on their high school swim team. In this unique circumstance, the swimmer's November training group fee will be pro-rated to 50% to coincide with the start of the high school swim training season which officially begins mid-November.

If a high school swimmer plans to NOT return to ACE after the high school season (March 1), notification must be made to administration@aceotters.com no later than January 10th.

High school swimmers wishing to return to ACE practices in mid February must have permission by their high school coach and notify the ACE club manager via email so accommodations can be made. The training fee for those swimmers returning in February will be pro-rated to 50% the monthly training group fee.

Inactive Policy: Medical Related Leave

If your swimmer needs to be inactive due to long term illness or injury and is under medical care, please contact administration@aceotters.com. Once ACE receives a medical inactive request the swimmer will be moved into permanent inactive status upon written notice provided by the tending physician. The "Inactive Administrative Fee" is waived under this circumstance.

To return to active status and practices, the parent is required to provide notification from physician (*PDF copy of Dr. letter*) sent to the ACE administration email address in order for swimmer to return to practice with ACE. Depending upon the status of the swimmer's condition upon returning to ACE, he/she may temporarily move groups to allow the athlete to return to the water and performance levels safely.

Transfers to another club

If your swimmer plans to transfer to another club, the process to terminate the account applies as stated above. ACE does not need to sign the transfer form. The required transfer form is available on the LSC website under MW Info, MW Registration.

Termination of ACE Membership

Should a swimmer/ family decide to discontinue membership with ACE, notification must be made to the club manager at administration@aceotters.com by the 10th of the month prior to termination.

At termination, all outstanding financial obligations must be paid in full. This includes any monthly training group fees for the month in which he/she swims any portion thereof, any outstanding meet entry fees and/ or MeetCREW non-volunteer fee obligations are considered an outstanding obligation to ACE. Please contact administration@aceotters.com with any specific questions or concerns regarding any outstanding financial obligations.

The ACE annual membership fee, the USA Swimming registration fees or any previously submitted meet entry fees are NOT refundable.

Outstanding account balances must be paid in full through the Auto Payment system before final termination of the account can occur. If payment is not made, the swimmer will not be eligible to transfer to any other USA Swimming club in that year or future years until financial settlement of the ACE account has been made and may be subject to collection.

Unpaid Accounts

While these situations do not surface often, the Board of Directors has adopted the following procedure for dealing with unpaid invoices of inactive members:

1. A letter will be sent requesting the parent make payment and the account is settled or the swimmer remains an inactive swimmer through August 31 of that year.
2. If payment is not made the swimmer will not be eligible to become active with ACE in that year or future years until financial settlement of the ACE account has been made.

As volunteers elected to a non-profit corporation board of directors, it is our fiduciary responsibility to uphold the rules of the club. Thank you.

ACE Financial Hardship Policy

From time to time a financial hardship may present itself making it difficult for a family to pay the annual membership, monthly dues and meet fees. Examples of a financial hardship might include, but are not limited to a change in family finances due to the loss of employment or the death of a family member. The ACE Board of Directors has the authority to approve a request for financial assistance when requested. Financial assistance may only be approved when by doing so the financial well being of the Club is not placed in jeopardy. For information, please contact any board member.

Outreach Athlete Membership and Reduced Meet Fees

Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make year-round membership available to athletes who might otherwise not be able to afford the standard athlete membership fee. If an athlete participates in a reduced or free school lunch program, and provides documentation the USA Swimming membership fee is \$5.00. Documentation is as simple as a one-page form on the athlete's school letterhead indicating that the athlete member is on a free or reduced lunch program. For more information, please contact the Club Manager.

Meet event entry fees for Outreach athletes will be twenty five percent (25%) of the published entry fee for all Midwestern Swimming sanctioned competitions. The athlete's ACE account will be reimbursed by Midwestern Swimming for the initial meet fees upon confirmation of the swimmer's participation in the meet. The reimbursed funds will be placed as a credit to the respective ACE account.

Only year-round USA Swimming Outreach athletes will be eligible for reduced swim meet fees.

ACE MeetCREW Volunteer Program

ACE MeetCREW Mission Statement

MeetCREW is the team of parents who are committed to supporting all ACE athletes by providing the opportunity to compete in well-run, highly competitive, local swim meets.

MeetCREW Overview

All ACE families are automatically members of MeetCREW. Every ACE family is required to volunteer annually a **minimum of 8 MeetCREW hours** at ACE hosted meets. If unable, or unwilling, to perform the number of volunteer hours, the member account will be assessed a \$150 "non-volunteer fee" at the end of the season.

Volunteer hour requirements are based per family, not per swimmer. Each family's MeetCREW required number of volunteer hours are based upon the number of families we have at the beginning of each season in relation to the number of jobs needed to fully staff all of our swim meets that season.

The MeetCREW Program was developed to ensure parent volunteer staffing for all ACE hosted swim meets, our primary source of outside revenue for the club, and when ACE must provide volunteer lane timers for specific meets throughout the season. It is a means for our families to come together as a crew of volunteer workers to support the athletes and the local swim community. MeetCREW is administered by the ACE club manager and MeetCREW admin coordinator.

The Aquatic Club of Elkhorn runs some of the best run meets in the area. MeetCREW volunteers work diligently to make sure that our meets start and end on time; that the swimmers, coaches and officials have a safe, fun and successful experience; that accurate results are posted in a timely manner; and that session delays are kept to a minimum. The ones who benefit most from well-run meets are the athletes.

Over the years, our dedicated families have worked tirelessly to organize and execute top notch swim meets. We rely on all of our ACE families to step up and keep this tradition of excellence going strong.

MeetCREW Benefits

The MeetCREW Program is much more than just working swim meets. The following are some of the benefits of participation:

1. MeetCREW is a great way for parents to show support for their athlete and teammates
2. Working as a MeetCREW member, parents can learn more about competitive swimming
3. Involvement in MeetCREW is a way to get to know other swim families and make lasting friendships

ACE MeetCREW: Policies & Procedures

Each MeetCREW volunteer position summary is posted on the MeetCREW page of the ACE website.

Times for the position shifts will be listed on Job Signup system. These times are ESTIMATED and determined based upon the meet start time of warm-ups and an estimated finish time of the end of the entire meet session. Many jobs do not require you to be there at the start of warm-ups, so please be sure to read the position summary for your specific job to know when to report.

Parents can sign up for as many MeetCREW Volunteer slots as they choose for each meet. While the sign ups are "open", you can sign up and you can remove yourself from jobs as needed. Once the job sign up is "closed," you will no longer be able to remove yourself from jobs. If you can not work the job you have signed up for, you are responsible for finding a replacement. The administrator will not find a replacement for you. If a true emergency arises, you can contact the administrator.

Please note, that although the start time of the volunteer jobs is firmly known and stated when you sign up the end time can be earlier or later than stated: earlier if the meet ends earlier and later if a session runs longer than anticipated. You will receive the stated volunteer hours in either case.

MeetCREW Account Credit Procedure

To ensure that you receive credit on your account for each worked session, families are expected to:

1. Show up and work the entire meet session in which sign-up. No credit will be issued to a volunteer who leaves a session before their job is completed.
2. Arrive at the indicated times specific to their job. Failing to do so may result in finding a replacement for the position after which no credit will be given.
3. Use the online Job Signup system on the ACE website and sign up before the deadline. Changes are not permitted after the deadline has passed.
4. Check in at the MeetCREW table set up at the facility. Failing to do so will result in not receiving proper credit for your worked session. All workers, including officials, will need to sign in for each worked session.
5. Based upon each specific job, MeetCREW members are responsible for knowing when to report to the meet.
6. MeetCREW sessions must be worked by family members (parents, grandparents, siblings, etc.) who are at least 14 years old.

What if I work more sessions than I am required?

Many of our dedicated ACE families go above and beyond what is asked of them and we truly appreciate their commitment to their swimmer and the team! Hours accrued DO NOT carry over to the following season.

Prorated MeetCREW Hours

If your child joins ACE in the middle of the season, your MeetCREW hours may be prorated based upon the number of meets remaining in the season. Once a new ACE season (*Sept - July*) starts, your MeetCREW requirement will then revert to the full season requirement.

If your swimmer decides to terminate their ACE membership in the middle of the season, your MeetCREW hours will NOT be prorated and shall be subject to the \$150 Non-Volunteer fee.

MeetCrew “Non-Volunteer” Fee

Families who do not work their entire MeetCREW hours will be billed a \$150 “non-volunteer fee” on the 1st of the month following the final ACE hosted meet of the year. For example: if the last ACE hosted meet is in March, those families who have not met their MeetCREW volunteer obligation of 8 hours will be billed the \$150 “non-volunteer fee” on the April 1st invoice.

If you have extenuating circumstances that will not allow you to earn your MeetCREW volunteer hours, please talk to the ACE Board President or club manager. Occasionally, we can find a volunteer job that will fit in with your needs. If you truly have unique circumstances, we will take that into consideration. Please do not wait until the end of February or March to contact us. Please contact us as early as possible.

What if my family does not finish out the season with ACE?

Any family who decides to discontinue their membership with ACE before the completion of the season will still be responsible for their remaining MeetCREW Hours for the season. After notice is received of discontinuance, the family will be obligated to either sign-up for and work their remaining sessions or be charged for their remaining MeetCREW balance. Please contact administration@aceotters.com with any specific questions or concerns regarding MeetCREW hours.

ACE Swimmer and Parent Code of Conduct

Part I - USA SWIMMING CODE OF CONDUCT

1. All ACE swimmers will abide by USA Swimming Article 304 Code of Conduct [pg. 100]

Part II - General Conduct

1. Swimmers are reminded that they are members of a team and should respect the right of their teammates to a positive training environment and show courtesy to teammates and coaches at all times. Under no circumstances will bullying, teasing, horseplay, offensive language, destruction or theft of property or other disrespectful actions be tolerated. Swimmers may be asked to leave practice at the discretion of the coaches.
2. The USA Swimming Code of Conduct prohibits bullying, the use of aggression, whether intentional or not, which hurts another person resulting in pain and distress as defined in Article 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of 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).
3. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a Coach, Board member or Club President.

REPORTING PROCEDURE:

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- a) Talk to your parents;
- b) Communicate to a Club Coach, Board Member, or Club President.
- c) Email safesport@aceotters.com

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** and **ADDRESSING THE BULLYING BEHAVIOR**.

4. Negative attitudes will not be tolerated during practice. Negative speech and complaining hurt the mood of the practice and therefore are not conducive to creating the ideal training environment for those around. If you do not feel you can keep negative thoughts to yourself, the coaches may ask you to leave practice.
5. Swimmers should always show good sportsmanship toward coaches, officials, other parents, opponents and teammates.
6. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
7. Coaches are aware that injuries and illnesses occur that sometimes impair the swimmers' ability to train. If a swimmer is under the care of a physician/ physical therapist when he/ she returns to practice, a physician/ physical therapist note explaining the problem is required. This will help the coaches know how to best monitor the swimmer during practice. If the problems occur during practice, the swimmer may take a short break. However, if the break is excessive, the swimmer will ultimately be asked to make a decision about whether or not he/ she can continue with practice.

8. The club has an obligation to act as guests while in Common Ground. Every member of the club needs to do everything possible to be respectful of this privilege. Any damages to the property may result in financial liability for the swimmer's parents. Any damage may also result in the swimmer being asked to leave the team permanently.

Part III - ACE Swimmer Discipline Procedures

1. The swimmer will be warned by the coach as to what misbehavior has occurred and be expected to stop the behavior immediately.
2. If misbehavior continues, the swimmer will be dismissed from that meet or practice. If a parent/guardian is not on the premises, the parent/ guardian will be contacted to inform them about the misbehavior and the swimmer must then wait in a designated area until a parent/guardian arrives.
3. Further misbehavior may result in the swimmer being suspended for a period of one week, during which time the swimmer and parents must meet with the coaches to discuss ways to rectify the situation. Parents are responsible for all dues and fees during suspension.
4. If after suspension, a swimmer is removed from another practice or meet, the matter will be brought to the Board of Director's attention.
5. If misbehavior persists after the disciplinary issue has been brought to the Board's attention, coaches will continue the steps of the discipline progression at an appropriate pace and will determine if expulsion from the club is warranted.
6. As always, these disciplinary procedures are guidelines and will be used at the discretion of the coaches. If a situation arises that affects the safety or well being of the swimmers in the water, coaches will use the appropriate disciplinary measures.

Part IV - ACE Parent Code of Conduct

1. I will set the right example for our children by demonstrating positive sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
2. I will get involved by volunteering, observing practices, and cheering on my swimmer and his/ her teammates at meets.
3. I will encourage my swimmer to establish his/ her own goals and make progress towards them and talk with my child and their coach about their progress, being aware not to impose my own standards and goals upon my swimmer.
4. Parents are not allowed on the pool deck during practice unless it is an emergency. The presence of a non-USA registered coach member on deck invalidates the club's USA insurance liability coverage.
5. I understand that if I wish to speak with my swimmer's coach, I may not interrupt practice but rather make arrangements via email.
6. I will refrain from coaching my child from the stands during practices or meets. The best way to help my swimmer achieve his/her goals is to let the coach do the coaching. I will not try to communicate with any swimmer from the observation area. This is not only distracting to the swimmer, but can also be distracting to the entire team, as well as the coach.
7. I will direct my concerns first to the respective ACE training group coach; then, if not satisfied, to the ACE Head Coach.
8. I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.



Minor Athlete Abuse Prevention Policy

AQUATIC CLUB OF ELKHORN (ACE)



THIS POLICY APPLIES TO:

In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.

Adult Participants: Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees (“LSCs”) or member clubs to have regular contact with (e.g., ongoing interactions during a 12-month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

GENERAL REQUIREMENT

USA Swimming Zones, LSCs and member clubs 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/legal guardians, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club or LSC, as applicable.

DEFINITIONS

Athlete: A USA Swimming athlete member.

Authority: When one person’s position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).

Dual Relationship: When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.

Emergency Circumstances: A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete’s suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.

Electronic Communication: Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging and social media.

Event or Facility Under Partial or Full Jurisdiction: Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.

In-Program: Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.



In-Program Contact: Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Massage: Any Massage involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

In-Program Travel: Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by the Organization. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

Massage: 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.).

Minor Athlete: An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months.

Organization: Aquatic Club of Elkhorn

EXCEPTIONS

[Note: Exceptions apply only where specified]

Close-In-Age Exception: In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:

- a. The Adult Participant has no authority over the Minor Athlete; and
- b. The Adult Participant is not more than four years older than the Minor Athlete.

Dual Relationship Exception: An Adult Participant has a dual role or relationship with a Minor Athlete. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually.



ONE-ON-ONE INTERACTIONS

- I. **Observable and Interruptible**
All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:
- a. In emergency circumstances;
 - b. When a Dual Relationship exists; and/or
 - c. When the Close-In-Age Exception applies.

MEETINGS AND INDIVIDUAL TRAINING SESSIONS

- I. **Meetings**
- a. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
 - 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 Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.
- II. **Meetings with Licensed Mental Health Care Professionals and/or Health Care Providers**
If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of the Organization in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:
- 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 although the Minor Athlete's identity does not need to be disclosed;
 - d. The Organization is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete; and
 - e. The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.
- III. **Individual Training Sessions**
- a. In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.
 - b. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to the Aquatic Club of Elkhorn, which can be withdrawn at any time.
 - c. Parents/legal guardians must be allowed to observe the individual training session.



ELECTRONIC COMMUNICATIONS

- I. **Content**
All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.
- II. **Open and Transparent**
 - a. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete's parent/legal guardian must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.
 - b. The following exceptions apply to Section II(a):
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists; and/or
 - iii. When the Close-In-Age Exception applies.
 - c. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.
- III. **Requests to Discontinue**
Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by the Organization or by an Adult Participant 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 5:00 a.m. and 9:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.
- V. **Prohibited Electronic Communication**
 - a. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant 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", "like" or "follow" the Organization's official page.
 - b. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
 - c. The following exceptions apply to Section V:
 - i. When a Dual Relationship exists; and/or
 - ii. When the Close-In-Age Exception applies.



IN-PROGRAM TRAVEL AND LODGING

I. Transportation

- a. During In-Program Travel, observable and interruptible environments must be maintained.
- b. An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel and must always transport at least two Minor Athletes or another Adult Participant, except:
 - i. In emergency circumstances;
 - ii. When a Dual Relationship exists;
 - iii. When the Close-In-Age Exception applies; and/or
 - iv. The Minor Athlete's parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.
- c. Adult Participants, including team managers and chaperones, who travel with the Organization must be USA Swimming non-athlete members of USA Swimming.

Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

II. Lodging

- a. An Adult Participant must not share hotel room, sleeping arrangement or overnight lodging location with an Athlete.
- b. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.
- c. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
- d. The following exceptions apply to II(a), (b) and (c):
 - i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
 - ii. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
- e. Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.

III. Written Consent

A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In-Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.

IV. Meetings

- a. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
- b. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

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 Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).



- II. Observable and Interruptible
All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:
- a. In emergency circumstances;
 - b. A Dual Relationship exists; and/or
 - c. The Close-In-Age exception applies.
- III. Private or Semi-Private Space for Minor Athletes
The Organization must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of the Organization.
- IV. 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 Adult Participant is prohibited.
- V. Undress
Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
- VI. Showers
- a. Adult Participants must not shower with Minor Athletes unless:
 - i. The Adult Participant meets the Close-in-Age Exception; and/or
 - ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.
 - b. Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. The Organization must abide by such a request.
- VII. Monitoring
The Organization 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.
- VIII. Parents/legal guardians in Locker Rooms or Changing Areas
If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.



MESSAGES, RUBDOWNS AND ATHLETIC TRAINING MODALITIES

I. General Requirement

Any In-Program Massage performed on an athlete must be conducted in an observable 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.

II. Additional Minor Athlete Requirements

- a. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
- b. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
- c. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
- d. Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
- e. 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.