

# NORTH SHORE SWIM CLUB POLICIES AND PROCEDURES

The North Shore Swim Club (NSSC) is characterized by the adherence to certain goals and objectives. A highly specialized and certified coaching staff will strive to teach, train and motivate children of all ages to achieve their potential in competitive swimming and create an experience that will prove valuable to them throughout life. This direction and philosophy apply from the novice to the national level swimmer. To ensure a positive experience with the program parents are expected to read and understand this manual and all of its policies.

**PHILOSOPHY/ MISSION:** To develop all children to achieve their personal best in the pool and in life. At each level of the program, participants will learn the values of sportsmanship and teamwork. Swimming with NSSC provides physical, emotional and intellectual skills that will last a lifetime. The NSSC program, places a major emphasis on basic skills, proficient techniques, conditioning and result oriented work habits with healthy competition stressed by the Coaching staff.

**USA SWIMMING:** North Shore Swim Club is a year-round United States Swimming Program. USA Swimming is the governing body for competitive swimming in the United States, and is responsible for the development of information, and establishment of rules for competition. All coaches, and swimmers are required to be USA Swimming registered. All parents are highly encouraged to be USA Swimming registered. As an umbrella organization, USA Swimming oversees the operation of each individual LSC (Local Swimming Committee) NSSC belongs to the "New England LSC". The New England LSC covers Massachusetts, Rhode Island, New Hampshire and Vermont.

**NSSC PROFESSIONAL STAFF:** The North Shore Swim Club staff consists of professionally trained coaches. NSSC Certified coaches possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

**NSSC Programs:** NSSC believes in its stated practice requirements. We monitor all swimmers to make sure they are maintaining requirements or not swimming excessively. We believe in a tiered approach to your child's swimming career. This approach will allow for future development with the addition of more practice time and physical/ mental trainings. Our goal is to have them performing at their highest level, while still loving the great sport of swimming. In doing so, we believe they will be in the best possible position if they choose to swim during their college experience.

Preteam: Currently unavailable due to Covid 19 restrictions. Non-Competitive swimmers only: (Ages 5-10). Consists of 2 practices per week for 30-45 minutes. Preteam is designed for body balance, body position and freestyle/Backstroke stroke development with the introduction of breaststroke and butterfly concepts. Children must be able to complete 25 yards without stopping on their front and back unassisted.

White Program: Competitive Program, 3 practices per week for 45-60 minutes is designed for the development of the four competitive strokes and the fundamentals of starts and turns. Children must be able to complete 50 yards of freestyle and backstroke proficiently and have basic knowledge of breaststroke and butterfly unassisted. Children must commit to one swim meet session per MONTH at the discretion of Head Facility Coach.

Blue Group Program: Competitive Program: 3-4 swim practices per week for 60- 90 minutes is designed for stroke improvement, increased proficiency of starts & turns and the base of the swimmers aerobic conditioning. Children must have proficiency in all four strokes, starts and turns. They must commit to one swim meet session per MONTH registered. Dryland will be offered 2-3 times per week via zoom

Green Program: 5-8 practices per week for 90 minutes is designed for High School swimmers seeking stroke improvement, aerobic conditioning and the fundamentals of race strategies. This program is for high school, experienced swimmers who are training to achieve their maximum potential. Children must commit to one swim meet per month registered, with goals and objectives clearly defined with their facility coach. Dryland will be offered 2-3 times per week via zoom

ZOOM Dryland: NSSC will be offering virtual dryland for all Green and Blue level swimmers. This program is in addition to swimming practice requirements, not in replacement of. To gain the benefits of this program, swimmers will be expected to attend on a consistent basis. Attendance will be monitored.

College Program: Currently unavailable due to Covid 19 restrictions. Please contact program director with questions.

### Registration Information/ Financial Obligations:

Forms: It is the responsibility of the parent or guardian of each child to process and understand all appropriate registration forms, Hanscom access waiver, birth certificates, MAAPP forms, Covid 19 release forms, transfer forms and clothing forms. Children will not be allowed to practice or attend meets without all forms being accurate and complete. Acceptance into the program is not complete until all required forms are finalized.

Birth Certificates: New swimmers joining the program must supply proof of age. New England Swimming has a proof of age policy for all swimmers that compete in swim meets. Please copy, scan and email your child's proof of age (birth certificate, passport or other legal document proving age) to Amy O'Brien at [ajobrien02@gmail.com](mailto:ajobrien02@gmail.com). Failure to do so will result in meet forfeiture and practice suspension.

Club Tuition: The club tuition is set on a yearly and seasonal basis and is broken down by training groups. The club tuition is found on the electronic registration and website. The club tuition will be pro-rated for swimmers joining NSSC after the start of the appropriate session, or for current swimmers who are promoted to a new training level. There will not be a prorated fee for swimmers who interrupt their training during the season. This includes other commitments, sports etc. All club tuition fees are non-refundable for all programs offered. Once you register, nothing entitles you to terminate this agreement without paying the total fees due or to expect a refund of any kind.

Paid in Full Year Tuition: Full Year programs consist of the Fall, Winter and Summer seasons. Dates are September 14, 2020- August 6, 2021. All Full year program members registration will renew automatically for the next calendar year. Family accounts will be billed in June 2021, and credit cards will be charged July 1, 2021 for the upcoming September program, unless parents withdraw from the program, in writing, before June 30, 2021. Space in this program is limited. By registering you are committing to your placement for the full year. There will be NO refunds regarding tuition registration. Once registered, nothing entitles you to terminate this agreement without paying the total fees due or to expect a refund of any kind. Parents acknowledge they will be automatically registered for the next year's registration tuition on July 1, 2021.

Seasonal Payment in Full: Seasonal Payment in Full for the Fall 2020, Winter 20/21 or Summer 21 programs are non-refundable. Space in this program is limited. By registering you are committing to your placement for the entire season (Fall, Winter, or Summer). All Seasonal Payment in Full members will automatically be charged for the next season in full, unless written notification of cancellation is received before:

Winter Payment in Full cancellation deadline: November 30, 2020 Summer

Payment in full cancellation deadline: March 31, 2021.

Once registered, nothing entitles you to terminate this agreement without paying the total fee due or to expect a refund of any kind. Parents acknowledge they will be automatically registered for the next season based on the payment schedule.

Seasonal Payment Plan Option: Seasonal payments renew automatically per season between September 14, 2020-August 6, 2021. Payments must be paid by check prior to scheduled date. Credit cards will be charged on the first day of the payment, if not paid by check. Accounts will be billed two weeks prior to the next payment date. Credit cards must be on file with NSSC. Payment dates are posted on the website and at the Master calendar. It is the parent's responsibility to know the dates of each Payment. There will be NO refunds regarding payment plan tuition. Space in this program is limited. Once you register, nothing entitles you to terminate this agreement without paying the total fees due or expect a refund of any kind. All season registrations must be renewed by the parent for the next year after the completion of the Summer season. Season registration for the next year opens August 1, 2021.

Cancellation of Season Registration: If you choose to cancel your membership with NSSC, you must do so before the deadlines posted, in writing to the program director via email. Once a season begins, you will be responsible for that season payment in FULL.

Forms of Payment: Tuition: NSSC expects all tuition payments to be in the form of check prior to the new season or payment plan scheduled. NSSC accepts cash, checks and credit cards (Visa, Mastercard and Discover). Credit cards are the last form of payment to be used to help the program defer cost. Clothing/Meet fee's/Miscellaneous charges: All charges will be posted to accounts. Credit cards on file will be charged for payment.

Insurance: It is required of all NSSC members to have a current USA swimming membership. The membership not only supports swimming throughout the country, it provides accident and medical insurance for each swimmer. Each swimmer is covered at any organized practice of NSSC and every competition sanctioned by USA swimming. The cost for USA Swimming is \$85.00 per year, per swimmer. New swimmers who are not ready for swim meets will be registered in the new USA Swimming Flex membership. When they are ready to compete in (2) swim meets, their membership will be transferred to full year. This fee is not included as part of your registration fee. It will be charged to your account in September or when you join the program., and it goes directly to USA Swimming.

Mandatory Clothing: White, Blue and Green members will be issued one t-shirt, one bathing suit and one sweatshirt at the beginning of their first season each year. The clothing fee will be adjusted each year based on current cost and charged to your account. Children who require a new mandatory shirt, suit, or cap will be issued that item at practice or at a swim meet. The cost will be charged to your financial account. All clothing is available on a first come, first serve basis. During specific championship level swim meets, NSSC will have a championship shirt or travel item that will be mandatory for all participants attending that event. The cost will be charged to your financial account. Many other optional club items are available and can be ordered with the club clothing order form. 2020-2021- Mandatory Clothing: T-Shirt, Sweatshirt and Bathing suit.

Training Equipment: Children wearing bathing caps are required to wear NSSC logo caps ONLY at all practices and swim meets. Swimmers should have their required equipment with them at every practice. Please mark all equipment with permanent marker with owner's name. The requirements for each program level are as follows:

White: fins, cap.

Blue: fins, latex cap & training snorkel. Dryland attire, dryland tubing (Coaches discretion)

Green: fins, latex cap, training snorkel, Drag Suit (Male swimmers), Dryland attire, dryland tubing.

All equipment is available through NSSC and can be ordered by filling out the online order form.

## FAMILY ACCOUNTS:

Family Account: At the beginning of each season you will receive a meet calendar for the entire season. Each finalized meet entry will be billed to your Family account. If you do not have a credit card on file, you must have a positive \$300.00 Family account balance. Typically, you can expect to be charged \$4.00 - \$10.00 per event depending on the meet entered. In most meets, swimmers can swim three to five events per day. Your Family account will be billed for all charges. Active members have access at all times to their account. Your credit card will be charged for all billing balances and team session dues. Relays will not be charged at NSSC hosted meets. Relays will be divided by the four participants at Championship caliber meets. If an athlete misses a relay or does not attend a relay, they will be billed the entire cost of the relay. If you have any questions regarding your financial statement, please contact the Program Director at (978)314-5445.

Account Review/ Finalization: Charges for Meet entry fees, tuition fees and clothing fees are final and non- refundable. No changes to accounts will be revisited after 60 days from the original posting date. Family accounts are terminated 60 days after terminating participation with NSSC. Termination includes but is not limited to written notice of cancellation, insufficient funds, termination of participation by coaching staff, or forfeiture of program availability due to lack of participation. Any remaining credits in family accounts not claimed in writing after 60 days will be forfeited and will revert to North Shore Swim Club. Positive credit balances have no cash value and cannot be redeemed for cash. If the program closes due to Covid 19- Any tuition credits from March 2020- until August 2021 will be valid for one year from date issued to be used for tuition only. If you choose to discontinue practices or meets due to Covid 19 concerns, we will understand, however there will be no refunds, if the program continues to remain open.

## ADDITIONAL FEES:

Late Fee: If fees are not current, children will not be allowed to practice or be entered in meets. Other payment plans can be worked out but must be to the satisfaction of the club management. Any payment that is overdue, denied when processed or returned will result in a \$30.00 late fee charged to your family account. It is the responsibility of the parent to make sure their credit card is current and up to date on file.

Event Surcharge: For each swim meet event in which a swimmer is entered a \$2.50 per event surcharge is added to the cost of the event and will appear on your financial statement. The purpose of this surcharge is to keep the club fees down by having the swimmers that swim the most, help in paying a portion of the club's expenses for that meet.

Swim Meet Service Charges/ Non- participation charge: NSSC will charge \$5.00 per event for any changes made to entries after the meet opt out date plus the entry fee.

Non- Participation Charge: NSSC is a competitive program. Swimmers are expected to attend swim meets. Families who choose not to swim in one swim meet session per month per season will be charged a \$100.00 non-participation fee. The minimum standard for swim meet participation is one swim meet session per month, per child. Continued non-participation can result in removal from the program.

USA Swim Meet Volunteer Non-Compliance: All parents are expected to help with hosted swim meet operations or scheduled work assignments at travel meets when their child is participating. A fine of 200.00 per swim meet will be placed to your account for a non-worked session or incomplete session of work. If you have a conflict during your child's session, you are responsible to be proactive. Please contact the Parent Work Assigner one week in advance to arrange to make up your session responsibility, help prior to or after the swim meet.

Reactivation Fee: If accepted back into the program after closing your account, you will have a 30.00 reactivation processing fee.

Legal Fees: Occasionally, NSSC must participate in legal proceedings with members and families. If this occurs for ANY REASON, the member family will be responsible for any and all fees (legal, accounting, travel, out of pocket reimbursements) pertaining to that occurrence, incurred by North Shore Swim Club.

## USA SWIM MEETS:

NSSC competes in regularly scheduled USA meets sanctioned by United States Swimming during the Short Course and Long Course season. Swimmers are expected to compete, when ready. Competition is a barometer of improvement. NSSC offers all levels of swim meets throughout the season. Please review with your coach which meets are appropriate for your child. Therefore, attendance is expected. Swimmers will be entered into all meets, unless you OPT OUT by the deadline date provided on the club meet page on the website. When OPTING OUT, please remember that all swimmers are expected to compete in at least 1 swim meet session per month. We are a competitive swim club.

### USA Meet Entry Procedure

Review a meet schedule with your facility coach.

Review opt out deadline dates for each meet. They are posted on the swim meet invitation page of the website.

Parents will be responsible for picking which day their child attends.

Parents are responsible for all entry costs, regardless of participation or child's health.

Once a deadline date has passed the entry will be finalized, by coaches. Coaches will review and finalize accepted swimmers supplied by parents and will enter non committed athletes into appropriate events for each meet.

Coaches Pick all events for children. Coaches will not add a day to a child's meet events, however, they may add events that are during a prior or following session that a child is

registered for. In this case, swimmers will be expected to attend the added event(s), and parents will be responsible for the swim meets fees.

Parents are responsible to sign up for their work assignment.

Swimmers who are deemed by the coaching staff as "not ready" for competition due to lack of attendance or mental approach will not be entered or will be scratched at their expense. This applies before deadline dates and after deadline dates.

Swim Meet Entry Declaration Deadline Dates: NSSC must use deadline dates for swimmer entries. Deadlines are located on the swim meet event page for each meet. Coaches pick all events and have the final decision on entries. Children will be expected to participate in events, coaches deem they are ready for. Parents are expected to support their decisions. However, if you miss the entry deadline dates and coaches enter your child into a swim meet, you are responsible for all the fees charged, regardless of participation.

**Communication:** North Shore Swim Club utilizes the internet to conduct team communication. The team web site is <http://www.northshoreswimclub.com> and is the main source of information between the coaching staff, parents and swimmers. Practice schedules, swim meet information and important notices are posted on the web site. Make sure you and your swimmer(s) check the web site on a "Daily Basis", for new information. It is the parent's responsibility to know current information. Coaches e-mail addresses are available on the web site.

E-Mail Information/Facebook/ Instagram/Twitter/SMS: E-mail is vital. Texting is vital. The email you provided on your club registration will be used as your primary contact. The cell phone you provided will be used for text and emergencies only. Please provide contact information that you will be informed with quickly. Parents are responsible to keep these contacts accurate. The club has an e-mail group that exists to enhance group communication. We utilize a Facebook, Instagram page and Twitter page under North Shore Swim Club for highlights and general information. NSSC adheres to all USA Swimming and Safe Sport Electronic policies. These policies are located at the website.

Phone Information: The club business office is located at (978)314-5445 with voice mail available.

Parents Meetings: When scheduled, you are required to attend a mandatory parents meeting. Parent meetings will be posted on the website and on the Daily Calendar.

Working with the Coach: Try to keep in mind that you and the coach have the best interests of your child at heart. Keep in mind that you and the coach must balance your perspective of what is best for your child with the needs of the club. In the long run, the benefits of membership in the group compensates for the occasional short-term inconvenience. An example of this would be a swimmer attending Championship meets in order to swim relays. Always discuss any matter involving your child with your child's coach first. If a parent uses anyone other than the coach for information regarding coaching, training, performance, or program policies this can be

disruptive for the child. Remember the coaches are the only ones that can give you a complete and accurate answer. Coaches are available to speak before and after all practices. Never during practice.

### Coach, Parent, Swimmer Code of Conduct:

NSSC adheres to USA Swimming's SAFE SPORT Code of Conduct and the Center for SAFE SPORTS Minor Athlete Abuse Prevention (MAAP) policies. Upon acceptance to North Shore Swim Club, all members will be expected to conduct themselves appropriately. When conduct is in doubt by anyone associated with NSSC, it will be the discretion of the coaching staff, based on USA SWIMMING SAFE SPORT/ MAAP protocols, to administer appropriate disciplinary action including dismissal from the program. The Parent and swimmer code of conduct form must be completed and submitted to club administration prior to acceptance into the program. They are found on the website. Actions not covered by the code of conduct or of that of the USA SWIMMING code of conduct but are deemed detrimental to members of the program or NSSC in general, will be dealt with by the Program Director.

**USE OF CAMERAS:** Under no circumstances will cameras be allowed in locker rooms. If your cell phone has a camera device, it may never be used in a locker room. Taking photos in a locker room is strictly prohibited. Photos will be confiscated or deleted. No photos containing nudity or inappropriate expressions will be sent, forwarded or posted by any NSSC member. USA Swimming policies on camera use will be enforced at all practices and swim meets.

**NSSC Picture policy:** NSSC parents allow NSSC to post pictures of swimmers in appropriate action positions to promote the club. This includes on podiums, action shots in the water and group photos. USA Swimming policies on picture use will be enforced at all practices and swim meets.

**NSSC Video Policy:** Parents are never allowed on deck to video tape their swimmers at practices, due to privacy and insurance issues with USA Swimming. Parents are allowed to video tape their swimmers at swim meets from specific locations and with the approval of the meet director. If you would like to review the video with your coach, please set a specific time before or after practice. USA Swimming policies on video use will be enforced at all practices and swim meets.

**USE OF CELL PHONES:** At Practice: No cell phones will be allowed out of swim bags during practice without coach's permission to make or accept a call. They are not allowed to be used for music, social media etc... during practice/dryland anytime. At Meets: Using cell phones to play games or be on social media will not be allowed at swim meets. All devices containing music should be used only with headphones or ear buds/head phones. Coaches have the discretion of limiting use of phones at all NSSC events. USA Swimming policies on cell phone use will be enforced at all practices and swim meets.



**Training Schedule:** The Master Calendar and Workout schedules are provided in advance online at: <http://www.northshoreswimclub.com>. The PRACTICE SCHEDULE indicates pool location and overall scheduled workouts. The MASTER CALENDAR indicates cancellations, changes, special events or specific events. Holiday/vacation schedules will be emailed and posted on the Master calendar. NSSC follows the school calendar at Shawsheen, Medford and St. John's Prep. If there is no school, we do not have practice at that location.

**Training Facilities:** Our ability to run successful swimming programs is 100% reliant on good relations with our facilities. We are guests at all facilities. It is the parent's responsibility to understand and follow facility rules and regulations. When you register for a location, you agree that your child will attend 100% of their practices at that location on the set days. The North Shore Swim Club utilizes the following facilities throughout the year for practices and swim meets:

St. John's Prep, Danvers MA 8 lane/25 yard pool.

Gordon College, Wenham: 6 lane/25 yard pool.

Hanscom Air Force Base, Bedford: 6 lane/25 yard & 6 lane/50 meter pool.

Shawsheen Tech, Billerica: 6 lane/25 yard pool.

Medford High School, Medford: 8 lane/25 yard pool

MIT, Cambridge, MA 8 lane/ 50 meter, 19 lane/25 yard pool

**Pool Closures:** Check the Daily Calendar/practice schedule for days, times and training groups at each NSSC facility location. NSSC provides multiple practices per day. However, on occasion, pools and practices are cancelled, changed or closed, due to powers out of NSSC's control. When this occurs you may need to travel to another location during this time. NSSC does not give refunds when pools are unavailable, due to safety, facility or water quality issues. Periodic inconveniences are part of life, and we would expect swimmers to make their training commitments by attending another practice location. If the program closes due to Covid 19- Any tuition credits from March 2020- until August 2021 will be valid for one year from date issued to be used for tuition only.

**Illness and Injury:**

Whenever possible, the facility coach should be informed of an illness or injury. Please notify in person, e-mail or phone, to make the coaching staff aware of the situation. There will be no reimbursement for missed practice due to an illness or injury.

**COVID 19:** All parents or guardians understand NSSC is following all safety protocols required. However, exposure to any virus can happen. NSSC and its employees do not assume any responsibility to exposure and/or sickness. Parents must sign the Covid 19 waiver for their child to begin in the program. Any practice or swim meet sessions missed due to sickness is not the responsibility of NSSC and no refunds or credits will be given due to sickness, contact tracing or pool closures. We will continue to host practices, as long as it is safe to do so and our pool remains open. If you choose to discontinue practices or meets due to Covid 19 concerns, we will

understand, however there will be no refunds, if the program continues to remain open.

**FUNDRAISING:** North Shore Swim Club depends on fundraising and Corporate Sponsorships to be able to continue to offer the high-quality competitive swim program that it has provided to its members for 25 years. NSSC never turns anyone away due to their financial situation. We have many families on scholarship. With the rising cost of all expenses, we seek your help in securing the financial foundation needed to support our members. Any NSSC family that is registered during the 2020-2021 seasons or Full Year will be **REQUIRED** to raise:

White: \$100.00 annually. Blue:

\$150.00 annually.

Green: \$200.00 annually.

Fall and winter members will have their accounts charged after the Swim A Thon if they do not participate. This charge will remain on your account until paid via credit card or check. Summer members are required to raise funds for the Swim-A-Thon. Funds not raised, will have their family account charged the difference up to the required amount.

**100% OF YOUR SUPPORT OF NSSC HELPS US TO:**

Supplement Scholarship families

Pay for pool swim space

Hire qualified swim coaches/ support officials

Host swim meets (pay for equipment like stop watches, electronic timing, flags, etc.) Provide practice equipment (kick boards, clocks, etc.)

**Swim Meet Fund Raising (PARENT/GUARDIAN VOLUNTEER OBLIGATION)**

Volunteers: One North Shore Swim Club parent/guardian per family is required to help at all NSSC hosted meets that your child participates in. Parents will be responsible for the entire session your child is participating in. This includes any qualified finals Championship format that your child participates in. (ie: Trials and finals swim meet equals 2 sessions that day). It is a simple **POLICY- WHEN YOUR CHILD SWIMS- A PARENT OR GUARDIAN MUST HELP WITH THE RUNNING OF THE MEET.** However, please note that we do not want your money! We really need your help during the swim meets to make sure we are giving the children the best possible swim meet experience. All parents are expected to help with swim meet operations when their child is participating. A fine of \$200.00 per swim meet will be placed on your account for a non-worked session or incomplete session of work. If you have a conflict during your child's session, you are responsible to be proactive. Please contact the Parent Work Assigner one week in advance to arrange to make up your session responsibility, help prior to or after the swim meet.

**OFFICIALS:** NSSC supports any parent who would like to become a certified official. NSSC will reimburse your USA Swimming registration, uniforms, and background checks up to 100.00 per year/ per official. To qualify for the reimbursement, officials must work a total of 8 short course and 6 long course "COMPLETE" swim meet sessions. Reimbursements must be

requested in writing to the Program Director and will be credited to your family escrow account in August of each year. We need volunteer officials! Please consider being an official!

**Professional Services:** NSSC works closely with many professional services in the area. This includes Physical Therapist, Trainers, Orthopedics, Nutritionist and Psychologists. We have relationships and will recommend these services, as needed. However, we are not responsible for services or liabilities. Final decisions to utilize these services are a parent's decision and are no way linked to North Shore Swim Club.

**In Closing:** Although comprehensive in the outlining of the North Shore Swim Club, not all policies or procedures might be covered. When a new situation occurs, NSSC administration will make every decision in the best interest of the child's safety, security and wellbeing in the program. The coaching staff encourages all parents to be part of this wonderful organization and help us, help the children!

**PARENTS/ GUARDIANS:** It is your ultimate responsibility to understand the policies and procedures of NSSC. By doing so, you will help to ensure your child has a positive, productive experience in the program. In signing this document, you agree to comprehend, adhere to and uphold all NSSC policies, procedures, rules and regulations.

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_