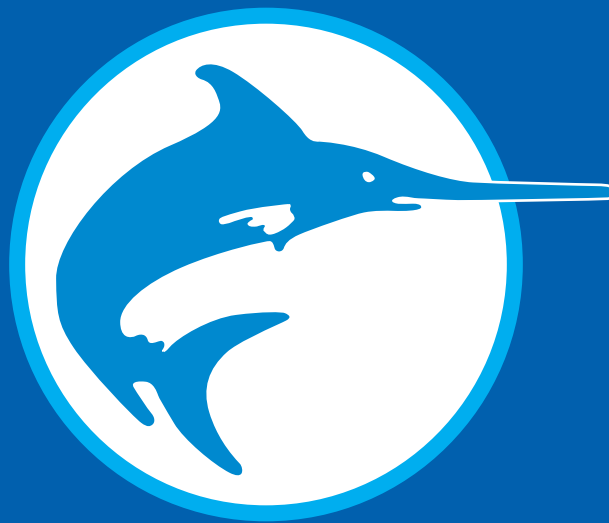




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SOMERSET VALLEY YMCA SWIM TEAM

2020-2021 PARENT/SWIMMER HANDBOOK
Effective March 1, 2020
svynj.org



WELCOME TO THE SOMERSET VALLEY YMCA FAMILY!

Somerset Valley YMCA's Swim Team has a rich history of excellence at both the State and National levels, and we are proud of our team accomplishments that have occurred through the continued pursuit of excellence in and out of our facilities. Recent team accomplishments include:

- 10-time NJ YMCA State Overall Team Champions (2006, 2010-2015, 2017-2019)
- 9-time NJ YMCA Girls Team Champions (2006, 2011-2015, 2017-2019)
- 6-time NJ YMCA Boys Team Champions (2006, 2007, 2009-2011, 2013)
- 3rd Place Men's Team - 2013 Short Course YMCA National Championships
- 3rd Place Overall Team - 2013 Long Course YMCA National Championships
- 3rd Place Men's Team - 2013 Long Course YMCA National Championships
- 3rd Place Women's Team - 2013 Long Course YMCA National Championships
- 3rd Place Men's Team - 2015 Short Course YMCA National Championships
- 1st Place Overall Team - 2017 Long Course YMCA Championships
- 2nd Place Men's Team - 2017 Long Course YMCA National Championships
- 3rd Place Women's Team - 2019 LC YMCA National Championships
- USA Swimming Club Excellence Bronze Medal Team (2010, 2013, 2017, 2018, 2019)
- USA Swimming Club Excellence Silver Medal Team (2014, 2015, 2020)

What makes our swim program so special is the commitment to excellence in and out of the pool in all aspects of life. Our dedicated and experienced professional coaching staff emphasizes not only the highest level of dedication and effort in the pool, but character development, focus on academic success, and instilling life skills that are critical to the pursuit of excellence throughout the rest of all our athletes' lives. Fostering a team-first environment while demonstrating the YMCA's core values and highest level of individual dedication to one's goals is the foundation of the Somerset Valley YMCA way.

Please read through this entire handbook carefully as all athletes and families will be accountable for all of the policies and procedures outlined in the pages below. Thank you for choosing Somerset Valley YMCA's Swim Team!

Dan Roth
Head Swim Coach
Director of Competitive Aquatics

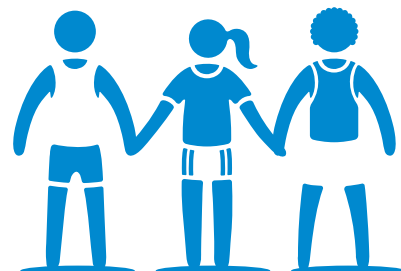


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SOMERSET VALLEY YMCA'S SWIM TEAM MISSION STATEMENT

Somerset Valley YMCA's Swim Team strives to enable swimmers to grow as individuals, achieve their goals as swimmers and expand their overall potential in a nurturing, safe, yet demanding environment. In doing so, we (coaches, parents, volunteers, officials, and other support staff) hope to develop enthusiastic, dedicated swimmers who are capable of responding to the demands of a highly competitive program. We strive to remain a dominant swimming program in New Jersey and at both the regional and national levels.

FINANCIAL ASSISTANCE

Thanks to funds raised through our Annual Campaign, we are able to ensure Y programs are accessible to everyone. To apply for our confidential Financial Assistance Program, please contact Edward Norgard at enorgard@somersetcountyyymca.org or visit our website at gscymca.org/fa.

CODE OF CONDUCT

This code of conduct is effective from the date signed through the last qualified meet of the season as an **Somerset Valley YMCA Swim Team, Bridgewater Blue Dolphin or Hillsborough Hurricane Swimmer.**

PURPOSE

To provide for the best possible individual, team and program which promotes the sport of swimming, helps to develop the athletic ability and character of the individual swimmers and helps maintain the Somerset Valley YMCA, herein referred to as 'Swim Team' or 'Club,' reputation and standing as a "world class" swim team.

APPLICATION

The entire contents of the **Code of Conduct, Policies and Procedures** shall apply to any activity or function that is associated with the Swim Team including but not limited to: practices, meets, team trips, team or individual practice group outings, team functions. This policy also addresses illegal behavior involving law enforcement by members of the Swim Team occurring outside of team activities. The **Code of Conduct, Policies and Procedures** apply to and must be read, agreed to and signed by each swimmer and parent/guardian in order to register for and participate in Swim Team programs.

GENERAL POLICIES

All members and extensions of the team, including coaches, officials, volunteers, parents and athletes, are expected to protect and help improve the excellent reputation that the Swim Team has earned throughout the state and country. Members of the Swim Team and their parents, guardians, or any other individuals representing the program must at all times follow appropriate Code of Conduct policies during the effective dates noted above including the following:

1. I will behave in such a way that my actions reflect positively on myself and the Swim Team at all team practices, meets, team trips, team or individual group outings and any team function.
2. I will display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors, parents and the general public in attendance at practices, meets or team functions.

3. I will, at all times, follow the directions of the coaching staff during practice, meets, and other team activities.
4. I will not steal or borrow without permission any article that does not belong to me, such as clothing, jewelry, electronics, money or any other items regardless of value.
5. I will respect the property of Greater Somerset County YMCA and any other facility the team may visit or use. I will not tamper with or cause damage to any such facility.
6. I will promote positive team spirit and morale, which includes being humble in victory and courageous in defeat. I will deal justly, kindly and impartially with all fellow team members.
7. I will not interfere with the productivity of another swimmers practice, meet or preparation for a practice or meet at any time. I understand this includes teammates and/or opposing swimmers.
8. I will obey all applicable pool safety rules.
9. I will refrain from verbal or physical abuse/assault or inappropriate touching behavior towards other teammates, coaches, officials, or fellow competitors.
10. I will never endanger the safety of another participant, coach or administrator.
11. I will never leave the supervision of the coaching staff without their direct approval.
12. I will make every effort to come to practice on time or notify my practice group coach if I will be late.
13. I will make every effort to wear designated team suit, cap, and other clothing as prescribed by the coaches.
14. I will avoid use of any substances acknowledged on USA Swimming's banned substance list ([usada.org/wp-content/uploads/wada-2016-prohibited-list-en.pdf](https://www.usada.org/wp-content/uploads/wada-2016-prohibited-list-en.pdf)).
15. I will maintain compliance with Swim Team policies, including:
 - a. Social Media Policy
 - b. Anti-Bullying Policy
 - c. Electronic Communication Policy

PROHIBITED BEHAVIOR AT TEAM EVENTS

1. Use of alcoholic beverages.
2. Use of illegal drugs or improper use of prescription medications.
3. Smoking or other use of nicotine/tobacco products, including e-cigarettes and other vaporizer products.
4. Destruction of property.
5. Failure to adhere to any of the SVY Team Travel Policies.
6. Inappropriate or unruly behavior, including failure to adhere to team standards and/or Code of Conduct.

A "team event" is defined as any occasion where an athlete/non-athlete is representing the Somerset Valley YMCA swim team in an official nature.

PROCEDURES

ADMINISTRATION

The **Code of Conduct, Policies and Procedures** will be governed by the Swim Team Parent Board through the Swim Team Compliance Committee, as authorized by Greater Somerset County YMCA.

1. The Swim Team coaching staff will enforce the Code of Conduct policies and are empowered to make final judgment on any infraction that they witness in person without requiring further review.
2. Compliance infractions reported to the Swim Team Compliance Committee or to a Swim Team coach (where neither were an eyewitness) will be reviewed according to the procedures that follow in this document
3. All decisions made by the coaching staff and the Swim Team Compliance Committee are final and are not open to appeals.

The Swim Team Compliance Committee will consist of the following members: A Compliance Chairperson who is a Swim Team Parent Board member, another Swim Team Parent Board member and one parent volunteer who is not a Swim Team Board member. In the event the Swim Team Compliance Committee is unable to locate a non-STPO parent volunteer in a timely fashion, a GSCYMCA staff person (director level or above) may serve in this role.

Members of the Swim Team Compliance Committee will not be permitted to participate in or preside over any processes which represent direct personal conflicts of interest in any way. In such a case, a replacement will be appointed by the Chairperson of the Swim Team Compliance Committee.

PROCEDURE FOR REPORTING A COMPLIANCE INFRACTION

1. Parent or guardian or coach reports infraction to the Swim Team Compliance Chairperson, Head Coach or Head Age Group Coach. If the member of the compliance committee has a direct personal conflict, the incident may be reported to the Head Coach or Head Age Group Coach.
2. The person reporting the infraction must have directly witnessed the infraction or be parent/guardian or coach of a person involved.
3. All complaints, with the exception of bullying as per the USA Swimming Anti-Bullying Policy below, must be made within 72 hours of the alleged infraction. In cases where an infraction occurs at an off-site team event (e.g. training trip), the complaint must be made within 72 hours of the conclusion of such event.
4. Upon receipt of a complaint, the Swim Team Compliance Committee will begin an investigation in a fair and expeditious manner. This will include contacting all parties involved and arranging individual interviews to gather facts.
5. The compliance committee will convene to discuss results of findings and will schedule additional meetings, if necessary, in order to reach a fair resolution.
6. All investigations will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances.
7. The compliance committee will convene a final time to determine disciplinary action, if necessary.
8. All decisions made by the compliance committee are final.
9. All investigations and decisions will take place within 2 weeks of the original complaint. If circumstances are such that more time is needed, all parties will be informed.
10. Upon conclusion, all decisions and determined action will be kept strictly

confidential and shared only with the party or parties who the complaint was made against, the Head Coach and the Head Age Group Coach.

11. Every attempt will be made to convene in person in each of these investigations, however in time-sensitive situations conference calls can be coordinated in their place.

ATHLETE PROCEDURE FOR COMPLIANCE INFRACTION DISCIPLINE

When applicable, the athlete will be dismissed from the practice or event immediately (at the cost of the parent/guardian if necessary) and a disciplinary note will be sent to the parent, Head Coach or Head Age Group Coach and the Swim Team Compliance Committee Chairperson. A resolution to the investigation will be required to occur before the swimmer can return to the team. Any practice missed during this time period will be counted as missed practices for attendance purposes. If Compliance Infractions occur, the following actions will be taken:

First infraction

- Probationary period of 12 months if non-compliant with a Code of Conduct General Policy
- Probationary period of 24 months if non-compliant with a Code of Conduct Prohibited Behavior
- Possible suspension* of team activities for up to two months if non-compliant with a Code of Conduct General Policy.
- Possible suspension* of team activities for up to 12 months or excused from Swim Team if non-compliant with a Code of Conduct Prohibited Behavior.

*Parents will still be responsible to fulfill their work commitment at the conclusion of the suspension period.

Second infraction of same nature

Excused from Swim Team with no refund of team or meet fees

Second infraction of any type while under probationary period

Excused from Swim Team with no refund of team or meet fees

Two infractions of Code of Conduct Prohibited Behaviors of any type

Excused from Swim Team with no refund of team or meet fees

Three infractions of any type

Excused from Swim Team with no refund of team or meet fees

PROCEDURE FOR COMPLIANCE INFRACTION DISCIPLINE BY NON-ATHLETE SWIM TEAM REPRESENTATIVE

When applicable, the individual will be dismissed from the event immediately and a disciplinary note will be sent to the parent, Head Coach or Head Age Group Coach and the Swim Team Compliance Committee Chairperson. A resolution to the investigation will be required to occur before the individual may attend any future Swim Team events, including (but not limited to) dual and invitational swim meets. Families will still be responsible for their work commitment at the conclusion of the investigation.

If Compliance Infractions occur, the following actions will be taken:

First infraction

- Probationary period of 12 months if non-compliant with a Code of Conduct General Policy
- Probationary period of 24 months if non-compliant with a Code of Conduct Prohibited Behavior
- Possible suspension of team events for non-athlete Swim Team Representative or child for up to two months. Parents will still be responsible to fulfill their work commitment at the conclusion of the suspension period.

Second infraction of same nature

- Non-athlete Swim Team representative may be permanently banned from team events, including (but not limited to) dual and invitational swim meets.
- Child of the non-athlete Swim Team representative may be removed from Swim Team with no refund of team or meet fees.

Second infraction of any type while under probationary period

- Non-athlete Swim Team representative will be permanently banned from team events, including (but not limited to) dual and invitational swim meets.
- Child of the non-athlete Swim Team

representative will be removed from Swim Team with no refund of team or meet fees

Two infractions of Code of Conduct Prohibited Behaviors of any type

- Non-athlete Swim Team representative will be permanently banned from team events, including (but not limited to) dual and invitational swim meets.
- Child of the non-athlete Swim Team representative will be removed from Swim Team with no refund of team or meet fees

Three infractions of any type

- Non-athlete Swim Team representative will be permanently banned from team events, including (but not limited to) dual and invitational swim meets.
- Child of the non-athlete Swim Team representative may be removed from Swim Team with no refund of team or meet fees

ANTI-BULLYING POLICY*

PURPOSE

Bullying of any kind is unacceptable at our Swim Team, the "Club", and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. 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 parent.

OBJECTIVES OF THE CLUB'S BULLYING POLICY AND ACTION PLAN

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make all parents, swimmers and coaching staff aware of the Club's policy and protocols regarding incidents of bullying.
4. To explain how incidents of bullying should be reported to the Club.
5. To spread the word that the Club takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

Consistent with the USA Swimming Code of Conduct, our Swim Team prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. The USA Swimming Code of Conduct defines bullying in 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:

1. causing physical or emotional harm to the other member or damage to the other member's property;
2. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
3. creating a hostile environment for the other member at any USA Swimming activity;
4. infringing on the rights of the other member at any Swim Team activity; or
5. materially and substantially disrupting the training process or the orderly operation of any Swim Team activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member Club or Local Swimming Committee (LSC)).

REPORTING PROCEDURE

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

- Talk to your parents
- Talk to a Club coach or Parent Board Member
- Write a letter or email to the Club coach or Parent Board Member
- There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the Swim Team leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we stop bullying on the spot using the following steps:

1. Intervene immediately. It is okay to get another adult to help.
2. Separate the kids involved
3. Make sure everyone is safe
4. Meet any immediate medical or mental health needs
5. Stay calm. Reassure the kids involved, including bystanders
6. Model respectful behavior when you intervene

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 using the following approach:

Finding out What Happened

1. First, we get the facts.
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to

physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.

- Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d. Once you have determined if the situation is bullying, support all of the kids involved.

Supporting the Kids Involved

3. Support the kids who are being bullied
 - a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
 - b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
4. Address bullying behavior
 - a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
 - b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model

respectful behavior when addressing the problem.

- c.** Work with the child to understand some of the reasons he or she bullied. For example:
 - Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
 - Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
 - d.** Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - Write a letter apologizing to the athlete who was bullied.
 - Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - Clean up, repair, or pay for any property they damaged.
 - e.** Avoid strategies that don't work or have negative consequences:
 - Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
 - f.** Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
- 5.** Support bystanders who witness bullying. Every day, kids witness bullying. They want

to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- a.** Be a friend to the person being bullied;
- b.** Tell a trusted adult – your parent, coach, or Club board member;
- c.** Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- d.** Set a good example by not bullying others.
- e.** Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

*Source: USA Swimming

ELECTRONIC COMMUNICATIONS POLICY:

Effective immediately, any of the below electronic communication methods should be utilized in the below manner between the hours of 8:00a-8:00p, unless emergency circumstances exist or during travel/team competition.

- Email: the preferred form of electronic communication at SVY. Minor athletes must CC their parent/guardian while emailing a coach, and all athletes/parents/guardians may only email the coach's Greater Somerset County YMCA email address. Parents and coaches may correspond via email outside of 8a-8p hours if necessary.
- Text: minor athletes may only text a coach in a group text that must include the athlete's parent/guardian. Texting should only be used in emergency/time sensitive situations. Text correspondence (including parent-to-coach) should occur only within the hours of 8a-8p, unless emergency circumstances exist or during travel/team competition.
- Group Chats: practice groups and travel teams may establish a group chat that will include no less than two SVY coaches, and will only be used to distribute relevant and pertinent information. Messages in group chats should only occur within the hours of

8a-8p, unless emergency circumstances exist or during travel/team competition.

- **Social Media:** minor athletes may only like/follow the official Somerset Valley YMCA Instagram (@svyswimming) and Twitter (@SVYswimming) accounts, and not a coach's personal social media page.

Athlete Protection Training (APT) Requirement for Adult (18+) Athletes: all SVY athletes who will be 18 or older by the conclusion of the LC season (8/10/19) must complete USA Swimming's APT training. The APT can be accessed by following this link: <http://www.usaswimming.org/apt>

MINOR ATHLETE ABUSE PREVENTION POLICY (MAAPP)*:

THIS POLICY APPLIES TO:

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

GENERAL REQUIREMENT

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

ONE-ON-ONE INTERACTIONS

Observable and Interruptible

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

Meetings

- a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can

be easily observed and at an interruptible distance from another adult, except under emergency circumstances.

- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the Somerset Valley YMCA.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

I. Content

All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.

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

III. Requests to Discontinue

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

IV. Hours

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

V. Prohibited Electronic Communication

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

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

TRAVEL

I. Local Travel

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

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

II. Team Travel

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

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

observable and interruptible environments must be maintained.

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

Team Managers and Chaperones who travel with Somerset Valley YMCA or LSC must be USA Swimming members in good standing.

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

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

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

LOCKER ROOMS AND CHANGING AREAS

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

III. Undress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.

IV. One-on-One Interactions

Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

V. Monitoring

Somerset Valley YMCA must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.

VI. Legal Guardians in Locker Rooms or Changing Areas

Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

I. Definition:

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

II. General Requirement

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

III. Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to Somerset Valley YMCA.
- b. Legal guardians must be allowed to observe the Massage.
- c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.

*Source: USA Swimming

ROSTER POLICY – LONG COURSE SEASON – SPRING/SUMMER

Competitive Swim Team members in all Gold and Senior practice groups who do not reach BOTH of the following benchmarks must attend the following season's Long Course tryouts.

POLICY 1 – ATTENDANCE BASED

- Gold Group - minimum 75% practice attendance
- Senior Group - minimum 80% practice attendance

Conditions

- Excused absences will be granted due to a death in the family or coach-mandated days off
- Athletes at practice who enter the water after the group has completed warm-up will receive 1/2 credit for attendance that day. Coaches will use 1/4 and 3/4 attendance at their discretion
- Athletes at practice who exit the pool early before the group has completed the main set will receive 1/2 credit for attendance that day. Coaches will use 1/4 and 3/4 attendance at their discretion
- Athletes who attend another group's practice with coach approval as a make-up will be given full credit for attendance
- Athletes who fall below their required percentage by the first Friday of the AM summer schedule will be notified via email, and will not be allowed to participate in Long Course Junior Olympics if it is not possible for his/her attendance to reach the required percentage by the 1st day of the meet
- Athletes who fall below their required percentage by the first Friday of the AM summer schedule will not be allowed to attend YMCA Long Course Nationals
- Athletes who have more than three unexcused AM summer schedule practices will not be allowed to attend YMCA Long Course Nationals
- In the event a coach misses taking attendance on a particular day, all athletes in that group will be marked present in the database
- Attendance percentages are a baseline MINIMUM which take into account our multi-

sport athletes, sickness/injury, as well as school/family/social/other conflicts

- Taking into account these are minimum percentages, Gold/Senior athletes 95% or higher to maximize their ability to achieve their individual end of season goals

POLICY 2 – PERFORMANCE BASED (USING TEAM UNIFY'S LC->SC TIME CONVERTER)

- Gold Group - End Short Course season with minimum of two NJYMCA Silver qualifying times
- Senior Group - End Short Course season with minimum of three NJYMCA Silver qualifying times

Conditions

- Athletes who age up will be evaluated based on the YMCA age group they competed in Example- a Gold group 14-year old who turns 15 for the following Short Course season will adhere to the Gold group policy, requiring 2 NJYMCA Silver qualifying time to maintain roster spot
- Silver qualifying times may be achieved at any point in the Long Course competitive season, including at USA Long Course Silver/ Bronze Championships

POLICY 3 – AGE-UP BASED

Any athlete who ages up to 13 during the SC season (according to the 12/1 YMCA birthdate) or later will be required to try out for the subsequent SC season. Tryouts occur in July and August.

Conditions

- Athletes who age up to 13 will be placed on a "Gold Age-Up Tryout" list on the following Short Course season's roster when released to the team
- Athletes who do not wish to participate in the Short Course season should attend the subsequent Long Course season's tryouts if they are interested in participating in the next Long Course season

Missed Benchmark

Please note that swimmers who do not meet these benchmarks are not necessarily excused from the competitive Swim Team. The coaching staff will re-evaluate the athletes who do not meet these minimum benchmarks at Short Course tryouts on a case-by-case basis. The evaluation of each of these athletes will include

his/her work-ethic, dedication level, and overall commitment to the team. Multiple violations of the attendance portion of the roster policy will lead to a significantly higher likelihood of removal from the competitive Swim Team.

ROSTER POLICY – SHORT COURSE SEASON – FALL/WINTER

Competitive Swim Team members in all Silver, Gold, and Senior practice groups who do not reach both of the following benchmarks must attend the following season's Long Course tryouts.

POLICY 1 – ATTENDANCE BASED

- Silver Group – minimum 70% practice attendance
- Gold Group – minimum 75% practice attendance
- Senior Group – minimum 80% practice attendance

Conditions

- Excused absences will be granted due to a death in the family or coach-mandated days off
- Athletes at practice who enter the water after the group has completed warm-up will receive 1/2 credit for attendance that day
- Athletes at practice who exit the pool early before the group has completed the main set will receive 1/2 credit for attendance that day
- Athletes who attend another group's practice with coach approval as a make-up will be given full credit for attendance
- Athletes who fall below their required percentage will be notified directly via email the week of 1/1
- In the event a coach misses taking attendance on a particular day, all athletes in that group will be marked present in the database
- Attendance percentages are a baseline MINIMUM which take into account our multi-sport athletes, sickness/injury, as well as school/family/social/other conflicts
- Taking into account these are minimum percentages, Gold/Senior athletes should still strive to attain 95% or higher

POLICY 2 – PERFORMANCE BASED

- Silver Group – End SC season with minimum of one NJYMCA Silver qualifying time
- Gold Group – End SC season with minimum of two NJYMCA Silver qualifying times
- Senior Group – End SC season with minimum of three NJYMCA Silver qualifying times

Conditions

- Athletes who age up will be evaluated based on the YMCA age group they competed in Example- a Silver group 12-year old who turns 13 for the following Long Course season will adhere to the Silver group policy, requiring 1 NJYMCA Silver qualifying time to maintain roster spot
- Silver qualifying times may be achieved at any point in the Short Course competitive season, including at YMCA Bronze Championships

POLICY 3 – AGE-UP BASED

Any athlete who ages up to 13 during the SC season (according to the 12/1 YMCA birthdate) or later will be required to try out for the subsequent SC season. Tryouts occur in July and August.

Conditions

- Athletes who age up to 13 will be placed on a "Gold Age-Up Tryout" list on the following Long Course season's roster when released to the team
- Athletes who do not wish to participate in the Long Course season should attend the subsequent Short Course season's tryouts if they are interested in participating in the next Short Course season

Missed Benchmark

Please note that swimmers who do not meet these benchmarks are not necessarily excused from the competitive Swim Team. The coaching staff will re-evaluate the athletes who do not meet these minimum benchmarks at Long Course tryouts on a case-by-case basis. The evaluation of each of these athletes will include his/her work-ethic, dedication level, and overall commitment to the team. Multiple violations of the attendance portion of the roster policy will lead to a significantly higher likelihood of removal from the competitive Swim Team.

YOUTH SUPERVISION POLICY

Greater Somerset County YMCA places a high priority on the safety of members and program participants. For the purposes of this policy "YOUTH" is defined as children ages 10 and younger.

- While present in all Greater Somerset County YMCA facilities and program sites, all children ages 10 and younger must either be attending a YMCA program or accompanied by a parent or guardian at least 18 years of age.
- During open gym and open swim, parents/guardians of children ages 10 and younger must be present in the room and supervising their children. The parent/guardian must be in appropriate bathing attire in the natatorium with their children ages 7-10 during open and family swim. Parents (appropriately attired) must be in the water within arm's reach of children ages 6 and younger.
- All children ages 17 and younger must have current emergency contact telephone number(s) and name(s) on file with the Welcome Center.
- Parents/guardians of children ages 10 and younger are responsible for delivery to the instructor (at the start) and pick up from the room (immediately at the end) of their child's class/program.

REFUND POLICY

When you register for the Swim Team, this reserves a space for your child on the team and we staff according to the registrations. If you decide that you would like to leave the team before the season is over, we do require written notification and will adhere to the following cancellation schedule:

LONG COURSE SEASON – SPRING/SUMMER

- Date registered to day before first practice – YMCA will refund 66% of the total Swim Team Fee.
- First day of practice plus 2 weeks – YMCA will refund 33% of the total Swim Team Fee.
- After 2 weeks of practice – YMCA will not refund any portion of the Swim Team Fee.

SHORT COURSE SEASON – FALL/WINTER

- Date registered to day before first practice – YMCA will refund 75% of the total Swim Team Fee payment.
- First day of practice to October 14 – YMCA will refund 50% of the total Swim Team Fee.
- October 15 to November 14 – YMCA will refund 25% of the total Swim Team Fee.
- November 15 and later – YMCA will not refund any portion of the total Swim Team Fee.

Medical refunds will be considered on a case-by-case basis. Medical documentation will be required.

NOTE: Membership fees are separate from the swim team fee. If you decide to leave the team and want to also cancel your membership, you must contact the Membership Department at your branch directly to do this. This will not automatically be done if you leave the team.

PARENT/GUARDIAN VOLUNTEER COMMITMENT GUIDELINES

We are committed to a quality swim program, which requires family involvement. Parents work at team hosted invitational meets, dual meets, non-team hosted invitational meets, and championship meets. Volunteerism from all Swim Team families throughout the season ensures that meets are appropriately staffed. Families are required to earn volunteer points, the number of which will be determined at the start of each season.

MEET FEE/VOLUNTEER FINE POLICY

- Meet fees are billed on the first of every month. All families are required to have a valid credit card on file for their TeamUnify Account.
- Volunteer fines are collected due to violations of the Swim Team Parent Work Agreement season. Fines can be paid by personal check or money order within the time frame provided or by authorizing Team SVY to charge my credit card.

NATIONAL TEAM SUBSIDY POLICY

- Amounts for both short course and long course meets will be set at the beginning of the fiscal year by the Swim Team Parent Board
 - No deviations from the agreed to amounts/

allocations without a Swim Team Parent Board vote

- The NAT Committee must have an executive board of 6 parents
 - The leader will report into the Swim Team Parent Board
 - A Treasurer will liaise with Swim Team Parent Board Treasurer and will track all expenses, fundraising, and subsidies related to the National Team trip
 - An Apparel Coordinator will liaise with Swim Team Parent Board Apparel Coordinator for National Team apparel
 - A Travel Coordinator will work with the head coach and the YMCA to organize the travel logistics and feed expenses to the treasurer
 - A Meal Coordinator will arrange for Lunches, Dinners and snacks
 - A Volunteer Coordinator will organize all parent activities while at the meet (e.g., timing, errands, setups/cleanups, etc.)
- Fundraising specifically by National Team members is **ENCOURAGED** and will be allocated across **all participating** swimmers by adding it to the funds allocated across the entire team
- Families with national level swimmers are required to **earn** their total number of required points for the season and have their meet fee account in good standing in order to be eligible to receive a subsidy.
 - Paying a point balance fee at the end of the season is required by the general Volunteer Agreement but does not count as fulfilling the National Team Family Volunteer Requirement.
- No other bartering or exceptions will be permitted without a discussion and a vote by the Swim Team Parent Board

Communication

The Swim Team website, svynj.org, and emails are the primary way we will communicate with families. Parents are encouraged to check the website regularly, read emails and be aware of their family's entries and assignments.

The commitment required by parents for being part of the Swim Team is outlined below. The complete policy and procedures (in Point Policies FAQs) can be found on the team's website under Parent/Work Commitment.

VOLUNTEER COORDINATORS

Current volunteer coordinators are listed on the team website at svynj.org. You may record their contact information in the space below.

Team Hosted Invitational Meets and oversight of the Point System:

Non-Team Hosted "Away" Invitational Meets and Championship Meets:

Dual Meets (short course only):

SCRATCHES FROM ANY MEETS/SESSIONS

All families are responsible to know the meet entry procedures and to check the website regularly to know when their swimmer has been entered in a meet/session. If a swimmer is entered for any meet/session and he/she needs to scratch their entry, the practice group coach and the coach attending the meet (if different) must be informed immediately. In addition, the parent must notify the appropriate volunteer coordinator (see above) for the meet/session. Volunteer coordinators assign parents to volunteer based on the



50% of funds allocated per swimmer based on number of meets (LC and SC) attended

NOTE: First year attendees with the Swim Team do not receive this portion of the subsidy

50% of funds allocated to expenses that impact the entire team:

- Bus
- T-shirts
- Snacks
- Meals

original meet entries, therefore failure to notify the volunteer coordinator when a swimmer scratches can result in being assigned to work even if your swimmer is not swimming. Once assigned, parents are expected to volunteer and to report at the designated report time, even if their child is no longer swimming, or to find a replacement. If a volunteer arrives more than 15 minutes late, they may be marked as absent and fined as a "no-show." Failure to get coverage for an assigned job results in a fine as outlined below.

LAST MINUTE EMERGENCIES, ILLNESSES OR INJURIES

Parents are responsible for reporting on time for their volunteer duties or for finding their own job replacements if they are no longer able to work. However, if at the last minute the swimmer or parent becomes sick, injured or has a true emergency, please contact the appropriate volunteer coordinator (see above) as soon as possible, before the session warm-up. The coordinator may assist in finding a replacement. If a family is a no-show without communicating with the volunteer coordinator due to a true last minute emergency, they must contact the volunteer coordinator within 48 hours of the missed assignment to explain the situation surrounding the missed job. Failure to communicate within 48 hours results in an automatic fine as outlined below. If an explanation of the missed assignment is submitted within 48 hours, it will be reviewed by the Parent Board and a decision to rescind or uphold the fine will be made.

TEAM HOSTED INVITATIONAL MEETS AND DUAL MEETS (HOME OR AWAY)

The number of volunteer points each family is required to earn in a season is based on team hosted invitational meets and dual meets (when applicable). Parents are responsible for knowing their point requirement and for logging onto the website and signing up for meet jobs. On occasion, if there are unfilled jobs, the volunteer coordinator may assign families with swimmers entered in the meet to vacant positions. Once a parent commits to a job or is assigned and the sign-up portal closes, it is the family's responsibility to arrive for duty at the designated report time or to find a replacement if they cannot fulfill the assignment. If a volunteer arrives more than 15 minutes late, they may be marked as absent and fined as a "no-show." Failure to arrive on

time and/or get coverage for an assigned job results in a fine as outlined below.

- If the parent does not plan to attend a meet but their child is still participating at the meet, parents may notify the appropriate volunteer coordinator (see above) **ahead of time, before volunteer assignments are published** and request to not be assigned (within reason). Once volunteer assignments are published, parents are required to fulfill their assignment or find their own replacement.

END OF SEASON POINT BALANCES

If a family does not earn their volunteer point requirement by the end of the season, the family will be charged \$100 for the first unworked volunteer point, and then \$50 for each subsequent unearned point.

WINTER ONLY (SHORT COURSE ONLY) FAMILY VOLUNTEER REQUIREMENT

Parents of the Winter Swim Team (short course) that are not participating in the summer long course program are required to work at one of the two team hosted long course meets and earn at least one point. Current summer long course hosted meets are YMCA Long Course Cup Championships in June and July Independence Meet in July. Volunteering for the YMCA summer short course teams (Bridgewater Blue Dolphins or Hillsborough Hurricanes) does not fulfill the Swim Team summer long course work requirements. Failure to earn one point will result in a \$100 fine.

NATIONAL TEAM FAMILY VOLUNTEER REQUIREMENT

Families with national level swimmers are required to earn their total number of required points for the season by volunteering at swim meets in order to be eligible to receive a travel stipend (when applicable) from the Swim Team Parent Board. Paying a point balance fee at the end of the season is required by the general Volunteer Agreement but does not count as fulfilling the National Team Family Volunteer Requirement to receive a travel stipend.

NON-TEAM HOSTED AWAY INVITATIONAL MEETS AND CHAMPIONSHIP MEETS

- Typically, points are not earned at non-team hosted away invitational meets and championship meets, but parents are still

required to fill timing and/or officiating assignments. At these meets, the Swim Team is given timing assignments by the host team. Rather than signing up on the portal, these timed assignments are assigned on a rotating basis to the parents of the swimmers entered in the meets. Typically a family will be required to work a few of these sessions at meets throughout the season.

- Prior to the meets, timing assignments are emailed to assigned families and are posted on the team website. It is the parents' responsibility to check their emails and the website to know if they have been assigned.
- If the parent is unable to attend a non-team hosted invitational or championship meet but their child is still participating at the meet, the parent is responsible for notifying the appropriate volunteer coordinator (see above) ahead of time, before timing assignments are published and request to not be assigned (within reason).
- Once timing assignments are published, parents are required to arrive at their designated report time and fulfill their assignment or find their own replacement. Failure to arrive on time and/or get coverage for an assigned job results in a fine as outlined below.

FINES FOR LATE ARRIVALS OR MISSED ASSIGNMENTS

If you are more than 15 minutes late or if a missed assignment occurs and you do not find a replacement, the following fines will be incurred (within the same season):

- First Infraction - \$100
- Second Infraction - \$125
- Third Infraction - \$150

PHOTOGRAPHIC AND AUDIO/VISUAL RELEASE

RELEASE AND HOLD HARMLESS AGREEMENT

I hereby give permission and consent to YMCA & Affiliates to make incidental and occasional photographic, audio and video recordings in connection with participation in YMCA activities or programs and to utilize the same in any manner, and without any compensation to, and/or claim by me, my family or guests.

BRIDGEWATER YMCA | SOMERVILLE YMCA

Branches of Greater Somerset County YMCA

601 Garretson Road, Bridgewater, NJ 08807 | 908 526 0688 • 2 Green Street, Somerville, NJ 08876 | 908 722 4567

 BridgewaterY

 SomervilleY

 gscymca

 gscymca

gscymca.org

Greater Somerset County YMCA is a leading nonprofit committed to strengthening community by connecting all people to their potential, purpose and each other. The Y empowers everyone—no matter who they are or where they're from—by ensuring access to resources, relationships and opportunities for all to learn, grow and thrive. For information about Greater Somerset County YMCA and financial assistance, visit us at www.gscymca.org.

SOMERSET VALLEY YMCA SWIM TEAM 2020 HANDBOOK ACKNOWLEDGEMENT FORM

We are pleased you've decided to join Somerset Valley YMCA's Swim Team. This handbook outlines important information for swimmers and parents. Please familiarize yourself with the handbook in its entirety. To complete the registration process, please acknowledge the following by signing and initialing below.

- I acknowledge that the Swim Team coaching staff strongly recommends each athlete has an annual physical and to communicate any and all medical and behavioral conditions/issues (including pre-existing) in their health records immediately to the lead coach and head coach in written format, including email. An annual physical is required for all National Level swimmers as per YMCA Nationals Policy.
- I acknowledge that in the event that a parent/guardian cannot be reached in an emergency, permission is granted to Swim Team Coach and the physician selected to take whatever action is deemed medically necessary in the child's best interest.
- I acknowledge that swimmer is not currently be representing any other YMCA or USA swimming team.
- I understand that if I receive a fine due to a violation of the Team SVY Volunteer Agreement, I will be notified via email by an SVY Parent Board designee within 5 business days from the violation. For any fine that is not appealed and overturned by the SVY Parent Board, I understand it is my responsibility to pay the fine.
- I acknowledge I must make the fine payment in full within 7 business days of receiving final notification from the designated SVY Parent Board representative in order to keep my account in good standing and to not impact my athlete's participation in future practices, meets, including championships, or swim seasons.
- For any incurred fines during the LC/SC season, I understand I have the option of submitting a personal check or money order within the time frame provided or authorizing Team SVY to charge my credit card on file with the YMCA. If a personal check or money order is not received by the fine due date indicated, I authorize my credit card on file with the YMCA to be automatically charged for the amount in full.
INITIAL _____
- I acknowledge that the primary email address in the Team Unify (svynj.org) system will be used for communications. It is parent/guardian's responsibility to ensure that contact information is correct and up to date at all times. Should a fine result from missing communications due to incorrect contact information on file, parent/guardian will be responsible for that fine.
- I acknowledge and agree to adhere to both the Attendance and Performance portions of the Swim Team Roster Policy
- I acknowledge and agree to adhere to the Swim Team Code of Conduct in its entirety
- I acknowledge and agree to adhere to the Swim Team Parent Volunteer Commitment Guidelines
- Changes or updates to the Swim Team Handbook will be distributed via email and/or posted on the Swim Team website at svynj.org.

By signing this document, we acknowledge and adhere to USA Swimming's Minor Athlete Abuse Prevention Policy as outlined in this handbook. I acknowledge receipt and understanding of Somerset Valley YMCA's Swim Team Handbook. I acknowledge that I have read or will read this handbook, and I accept full responsibility for familiarizing myself with the entire contents of this handbook. If the participant is under 18 years old, I acknowledge that I have familiarized the participant with the contents of this handbook and take full responsibility for their understanding of the contents.

Season: Short Course Long Course

Swimmer Name (print)

Practice Group

Swimmer Signature (REQUIRED of all swimmers, regardless of age)

Date

Parent/Guardian Name (print)

Parent/Guardian Signature

Date