# Freehold-Old Bridge YMCA Swim Team

## 2019 SUMMER SESSION TEAM HANDBOOK

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WELCOME TO THE FOBY SWIM TEAM FAMILY!

The Freehold-Old Bridge YMCA (FOBY) Swim Team is a year-round competitive swim team that competes in the National YMCA and Northern New Jersey YMCA Swim Leagues. Our team consists of approximately 250 swimmers, ages 6-18 years old, with skills ranging from a novice in the sport all the way up to YMCA and USA Swimming national rankings. The team is staffed by full-time and part time professional coaches who are supported by the YMCA of Western Monmouth County.

2019 SUMMER SESSION

The 2019 FOBY Summer Session runs from Monday 6/24/19 – Friday 7/26/19. Summer Session offers a continued focus on technique for all four strokes, the Individual Medley, starts and turns, as well as training that leads right into our summer long course championship meets. Competitions during the Summer Session are in the form of YMCA & USA Swimming Invitational & Championship Meets. Dryland practices begin on Monday 6/24/19.

PRACTICE LOCATIONS

Freehold YMCA Swim Club – 470 E. Freehold Road, Freehold, NJ 07728
Marlboro Swim Club – Masepe Trail, Marlboro, NJ 07746
Old Bridge YMCA – 1 Mannino Park Drive, Old Bridge, NJ 08857

REGISTRATION REQUIREMENTS

YMCA MEMBERSHIP – Per National YMCA Swimming & Diving policy, all swimmers are required to be a full-facility member of the YMCA of Western Monmouth County. For membership information, please visit our website - https://ymcanj.org/membership/

PRE-MEET ENTRY FUND (PME) – All families are required to start the season with $100 per swimmer available in their PME account at the time of registration. PME money is separate from program fees; this money is used to pay for meet fees for invitational and championship meets. Once your PME account drops below $25, the credit card on file will be charged the designated reload amount (see the Credit Card Draft Authorization Form). All families are required to have a valid credit card on file for their PME account.

USA SWIMMING – All swimmers in our Junior and Senior groups are required to be registered with USA Swimming for the 2019 Calendar Year. Our Mini groups are not registered with USA Swimming, unless requested. Benefits of this membership include - The chance to swim in additional invitational and championship meets, a yearly subscription to Splash magazine - both online and sent to your home, access to USA Swimming’s extensive database of times for you and your friends, access to volumes of education content, tips and tutorials, and access to motivational programs such as Scholastic All-America, age group Top 10, Club Excellence and more! If you aren’t already registered, the cost for the year is $68.
FINANCIAL ASSISTANCE

The YMCA of Western Monmouth County participates in the YCares Financial Assistance Program that enables our association to offer our programs and services to all members of our community, regardless of their ability to pay our board approved fees. Scholarships for membership and programs are granted to those who qualify and are based on a sliding scale fee schedule. This program is supported by funds raised at our Annual Golf Outing, Annual Black-Tie Gala, Annual Support Campaign and donations received throughout the year. For more information and to access the online Financial Assistance Program Application, please click the following link - https://ymcanj.org/membership/financial-assistance/

SENIOR 3 COMMITMENT REQUIREMENTS

All FOBY swimmers in the Senior 3 practice group are required to maintain 75% practice attendance through the end of the Summer Session. Attendance compiled from Spring Training will carry over to the Summer Session, and failure to maintain a cumulative attendance of 75% between both sessions will result in the swimmer being reassigned to a different practice group for the fall.

OUTFITTING REQUIREMENTS

Speedo USA is the official provider of swimwear, training aids and apparel for the FOBY Swim Team. This partnership adds another level of support for the team, providing brand and style unity, as well as financial backing in the form of discounts and priority pricing on all of their products through our Team Dealer, The Sport Spot. As our Team Dealer, The Sport Spot – 660 Broad St, Shrewsbury, NJ 07702 – offers on-site fittings and apparel sales, as well as priority customer service and pricing to all FOBY Swim Team families. In order to receive the aforementioned discounts and priority pricing, all FOBY Swim Team families are required to place their orders directly through The Sport Spot. Any orders placed through other vendors or the Speedo USA website are not eligible for any of the discounts or priority pricing. All FOBY swimmers are required to be outfitted in Speedo products at all of our Championship Meets throughout the season.
MINOR ATHLETE ABUSE PREVENTION POLICY (Source: USA Swimming)

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. Collectively “Applicable Adult(s)”

GENERAL REQUIREMENT

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

ONE-ON-ONE INTERACTIONS

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

ii. **Meetings**
   a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
   b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
   c. Meetings must not be conducted in an Applicable Adult or athlete’s hotel room or other overnight lodging location during team travel.

iii. **Meetings with Mental Health Care Professionals and/or Health Care Providers**
   a. 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 club.

iv. **Individual Training Sessions [Recommended]**
   a. Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.
SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

i. **Content**
   a. All electronic communication from Applicable Adults to minor athletes must be professional in nature.

ii. **Open and Transparent**
    a. 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**
    a. Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, 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**
   a. 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**
   a. 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” the club and/or LSC’s official page.
   b. 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**
   a. Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s). Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete’s legal guardian. [Recommended] Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

ii. **Team Travel**
   a. Team travel is travel to a competition or other team activity that the organization plans and supervises.
   b. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.
c. 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.

d. Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.

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

f. 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. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete’s legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.

g. 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**

   a. 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**

   a. 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**

   a. 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**

   a. 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**

   a. The club 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:

   b. Conducting a sweep of the locker room or changing area before athletes arrive;

   c. Posting staff directly outside the locker room or changing area during periods of use;

   d. Leaving the doors open when adequate privacy is still possible; and/or

   e. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

   f. 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
   a. 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

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.).

i. General Requirement
   a. 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.

ii. 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 the club.
   b. Legal guardians must be allowed to observe the Massage.
   c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
   d. 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.

PHOTOGRAPHIC AND AUDIO/VISUAL RELEASE

I, being 18 years of age or older, and if not my Parent/Guardian has also signed below, hereby give permission and consent to the YMCA of Western Monmouth County & Affiliates to make incidental and occasional photographic, audio and video recordings in connection with my 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.
FOBY SWIM TEAM CODE OF CONDUCT

EXPECTED BEHAVIOR AS AN FOBY SWIM TEAM ATHLETE:

- I will conduct myself in a manner consistent with the character, welfare, best interests and policies of the FOBY Swim Team.
- I will act and conduct myself with dignity and respect for others and the property of others.
- I will show respect for coaches, parents, officials, volunteers, spectators and fellow athletes at all times.
- I will promote a positive attitude in practice and always exhibit good sportsmanship.
- I will promote positive team spirit and morale.
- I will support my peers and encourage them in a positive manner during practice, meets, on social media and everywhere we go.
- I will serve as a role model and mentor to young athletes in our program and others.
- Win or lose, I will offer congratulations to my opponents and support my teammates.
- I will represent myself, my family and the FOBY Swim Team in an exemplary manner.
- I will be a goodwill ambassador for our team and the sport of swimming.

PROHIBITED BEHAVIOR AT TEAM EVENTS & PRACTICES:

- Use of alcoholic beverages.
- Use of illegal drugs or improper use of prescription medications.
- Smoking or other use of tobacco & e-cigarette products (and similar).
- Destructive behavior.
- Inappropriate or unruly behavior, including failure to adhere to team standards and the FOBY Swim Team Code of Conduct.

POSSIBLE CONSEQUENCES OF VIOLATION(S) OF THE CODE OF CONDUCT:

- An athlete may be removed from an event or swimming session for a violation of the Code of Conduct without refund of event fees.
- Temporary or permanent dismissal from the swim team without refund of fees associated with membership on the FOBY Swim Team.
- Possible dismissal from the YMCA of Western Monmouth County premises and possible revocation of membership and/or usage privileges.
FOBY SWIM TEAM ANTI-BULLYING POLICY

Bullying of any kind is unacceptable at the Freehold-Old Bridge YMCA Swim Team and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Freehold-Old Bridge YMCA Swim Team 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, parent or YMCA staff member.

The Freehold-Old Bridge YMCA Swim Team takes bullying seriously and you as parents and swimmers can be assured that you will be supported when bullying is reported.

As defined by USA Swimming and approved by the YMCA, bullying is:
The severe or repeated use by one or more athletes of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- Causing physical or emotional harm to the other member or damage to the other member’s property
- Placing the other member in a reasonable fear of harm to himself/herself or of damage to his/her property
- Creating a hostile environment for another person/athlete
- Infringing on the rights of another person/athlete
- Materially and substantially disrupting the training process or the orderly operation of any activity, i.e. practices, workouts, meets, YMCA events, etc.

**Consequences for bullying are the same as an infraction of the code of conduct.**

*Parents,*

*This document will be discussed with your athlete. We hope this will open communication between parent and swimmer if the need should arise as it relates to bullying. It is our goal to provide a safe and healthy environment for all. We will take all reports seriously, investigate to the best our ability and take appropriate action. – Your Coaches*
10 COMMANDMENTS FOR SWIMMING PARENTS
(Rose Snyder, USA Swimming)

I – THOU SHALT NOT IMPOSE THY AMBITIONS ON THY CHILD
Remember that swimming is your child’s activity. Improvements and progress occur at different rates for each individual. Don’t judge your child’s progress based on the performance of other athletes and don’t push them based on what you think they should be doing. The nice thing about swimming is every person can strive to do their personal best and benefit from the process of competitive swimming.

II – THOU SHALT BE SUPPORTIVE NO MATTER WHAT
There is only one question to ask your child after a practice or a competition – “Did you have fun?” If meets and practices are no longer fun, your child should not be forced to participate.

III – THOU SHALT NOT COACH THY CHILD
You are involved in one of the few youth sports that offers professional coaching. Do not undermine the professional coach by trying to coach your child on the side. Your job is to provide love and support. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy.

IV – THOU SHALT ONLY HAVE POSITIVE THINGS TO SAY AT A SWIM MEET
You should be encouraging and never criticize your child or the coach. Both of them know when mistakes have been made. Remember “yelling at” is not the same as “cheering for”.

V – THOU SHALT ACKNOWLEDGE THY CHILD’S FEARS
New experiences can be stressful situations. It is totally appropriate for your child to be scared. Don’t yell or belittle, just assure your child that the coach would not have suggested the event or meet if your child was not ready.

VI – THOU SHALT NOT CRITICIZE THE OFFICIALS
Please don’t criticize those who are doing the best they can in purely volunteer positions.

VII – HONOR THY CHILD’S COACH
The bond between coach and swimmer is special. It contributes to your child’s success as well as fun. Do not criticize the coach in the presence of your child.

VIII – THOU SHALT BE LOYAL AND SUPPORTIVE OF THY TEAM
It is not wise for parents to compare teams. The water isn’t necessarily “bluer” in another team’s pool.

IX – THY CHILD SHALT HAVE GOALS BESIDES WINNING
Most successful swimmers have learned to focus on the process and not the outcome. Giving an honest effort regardless of what the outcome is, is much more important than winning.

X – THOU SHALT NOT EXPECT THY CHILD TO BECOME AN OLYMPIAN
There are over 250,000 athletes in USA Swimming. There are only 52 spots available on the Olympic Team. Your child’s odds of becoming an Olympic athlete are about .0002%.
FOBY SWIM TEAM HANDBOOK ACKNOWLEDGEMENT

We are pleased you’ve decided to join the FOBY Swim Team. This handbook outlines important information for swimmers and parents. Please acknowledge the following by signing and returning this form at the time of initial signup.

SWIMMER & PARENT/GUARDIAN PLEASE INITIAL

- I acknowledge that it is the responsibility of the parent/guardian to have regularly scheduled physicals for their swimmers 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.

  ______  ______

- I acknowledge that the swimmer is not currently representing any other YMCA or USA Swimming team.

  ______  ______

- I acknowledge that failure to pay fees or penalties will result in swimmer(s) associated with the account being prohibited from entering swim meets and from registering for future sessions, until paid in full.

  ______  ______

- I acknowledge that the swimmer’s birthdate is correct.

  ______  ______

- I acknowledge that the primary email address in the Team Unify system (team website) 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.

  ______  ______

- I acknowledge and agree to adhere to the Registration, Commitment and Outfitting Requirements and all of their guidelines.

  ______  ______

- I acknowledge and agree to adhere to the Minor Athlete Abuse Prevention Policy and all of its guidelines.

  ______  ______

- I acknowledge and agree to the Photographic and Audio/Visual Release.

  ______  ______

- I acknowledge and agree to adhere to the FOBY Swim Team Code of Conduct in its entirety.

  ______  ______

- I acknowledge and agree to adhere to the FOBY Swim Team Anti-Bullying Policy in its entirety.

  ______  ______

I acknowledge receipt of and understanding of the Freehold-Old Bridge YMCA’s Swim Team Handbook. I acknowledge that I have read this handbook, and I accept full responsibility for familiarizing myself with the entire contents of this handbook.

SWIMMER NAME  _________________________

SWIMMER SIGNATURE  _________________________  DATE _____

PARENT/GUARDIAN NAME  _________________________

PARENT/GUARDIAN SIGNATURE  _________________________  DATE _____
2019 FOBY SUMMER SESSION SWIMMER REGISTRATION FORM

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<td>HOME#</td>
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**FOBY Summer Session 2019 Fee Structure**

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<th>Program Fees</th>
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<tbody>
<tr>
<td>Senior 3</td>
<td>$297</td>
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<tr>
<td>Senior 1/2</td>
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<tr>
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<td>$174</td>
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<tr>
<td>Mini 1/2</td>
<td>$127</td>
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- Any Junior/Senior group swimmers not already registered with USA Swimming for 2019 are required to do so.
- Any PME money left over from last session will automatically be rolled over to the current session.
- All program fees must be paid in full at the time of registration.

*Swimmers must be current with their program fees at the time of a meet to be eligible for competition.*

_____ WE are a Junior/Senior swimmer and not already registered with USA Swimming for 2019 (Please Check if Applicable)
FOBY SWIM TEAM PARENTAL AUTHORIZATION
MEDICAL RELEASE FORM

WE HEREBY GRANT PERMISSION FOR OUR CHILD:

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<tr>
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<tbody>
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<td>GENDER:</td>
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<td>AGE AS OF 8/1/19:</td>
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<tr>
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<tr>
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<td>WORK#:</td>
<td>CELL#</td>
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<td>PRIMARY EMAIL:</td>
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TO PRACTICE, TRAIN, TRAVEL AND COMPETE WITH THE FREEHOLD-OLD BRIDGE YMCA SWIM TEAM. WE HEREBY STATE THAT OUR CHILD IS MEDICALLY AND PHYSICALLY FIT TO PARTICIPATE IN THE COMPETITIVE SWIM PROGRAM.

<table>
<thead>
<tr>
<th>EMPLOYER:</th>
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<tbody>
<tr>
<td>INSURANCE COMPANY:</td>
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<td>KNOWN ALLERGIES:</td>
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<tr>
<td>SPECIAL MEDICAL CONSIDERATIONS:</td>
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| PARENT/GUARDIAN NAME: | |
| PARENT/GUARDIAN SIGNATURE: | DATE: |
2019 FOBY SUMMER SESSION – Credit Card Authorization Form

Swimmer’s Name
(Please print clearly First Name, Last Name)

Address
(Please print clearly full address)

Parent/Guardian
(Please print clearly First Name, Last Name)

Home Phone ___________________________ Cell Phone ___________________________

Practice Group
(Please print clearly from list below)

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<thead>
<tr>
<th>Practice Group</th>
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<tbody>
<tr>
<td>Senior 3</td>
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<tr>
<td>Junior 1/2</td>
<td>$174</td>
</tr>
<tr>
<td>Mini 1/2</td>
<td>$127</td>
</tr>
</tbody>
</table>

I authorize the YMCA of Western Monmouth County to charge my credit card on the 15th day of the month or the next official bank day for the fees associated with the FOBY Swim Team as listed below:

$ ___________________________ Swim Team Program Fees as listed above

$ ___________________________ USA Swimming 2019 Membership Fee ($68) – If Required

$ ___________________________ Pre-Meet Entry Fund (PME)

Current Balance

$ ___________________________ $100/Swimmer Deposit Minus Current Balance

$ ___________________________ Reload Amount (please specify – $25, $50, $100)

(Please initial) I approve reloads to be added automatically when balance is less than $25

Name on credit card
(Please print clearly exactly as listed on credit card)

Card type: [ ] Visa [ ] MasterCard [ ] American Express [ ] Discover
Expiration date _____________

Account #: ___________________________ Security code _____________

I understand that I am financially responsible for all payments in order to retain my child’s Swim Team participation in good standing.

I agree to be responsible for a payment not be honored by my bank or credit card account plus a $25 Service Charge applied by the YMCA. This is in addition to any service fee my bank may charge.

I understand that the YMCA reserves the right to withhold my child from participating in Swim Team practices and meets if payment is not received by the last day of the month or for violation of our Code of Conduct.

Signature ___________________________ Date ___________________________