Parents,

  While I’d love to keep everything brief, it is important to ensure that you have the attached information and that we all are attending to it. Even in relation to the roster and whether or not we have your application, all else deals with liability and safety issues that cannot be ignored by anyone within our program. All of us want to make sure that we don’t learn about the importance of these issues “after-the-fact” (which, in layman’s terms, means “too late”)! Please make sure to follow these instructions to a “T” for the safety of your athletes, the team and everyone involved.

**1 – ROSTERS:** A roster, broken down by level and including ONLY those who have turned in applications and/or payments, is attached. I KNOW THAT SEVERAL OF YOU HAVE GIVEN APPLICATIONS TO YOUR COACH and that they may not yet be to me so note that I will get those from them shortly. My suggestion on all other missing applications is to either scan those and send those directly to me or put those in the mail to the PO Box. That way they get straight to me. We are dealing with a ton of paperwork right now so there is a chance we’ve messed up so we appreciate your patience as we get this all squared away. St. Charles tryout swimmers… I have not yet received the tryout list from the St. Charles coaches so I don’t have the information necessary to compile your accurate level but that’s a small point as compared to the need to have applications in on everyone. In the (unlikely but potential) event that your child is injured and you do not have an application turned in, no one is covered by insurance so the coaches have been told to start withholding athletes who do not have these. If you mail it in to us email me to let me know and cc your coach if you would (coaches’ roster is attached).

  A – PAST TEAM MEMBERS: If you are not on this list it means that I have no application and/or initial payment on you at all and we are assuming that you are no longer swimming so will begin to fill these vacant spots with new swimmers. Please confirm whether or not your swimming with us either way and I

         will make proper note.

  B – NEW TEAM MEMBERS: If you are not on this list it means that I have no application on you at all and we are assuming that you are not going to swim. Please confirm whether or not your swimming with us either way and I  will make proper note.

**NOTE: Don’t let this cause any consternation or trepidation as everything can be quickly remedied. Let’s just get this all taken care of as quickly as we all can !**

**2 – SAFETY GUIDELINES:** These are attached for Academy & St. Charles. Please review these with your as we will be doing so ourselves 2-3 times this early season with each level. Feel free to report safety concerns to your coach and/or to me.

**3 – DROP-OFF & PARKING:** Please **DRIVE SLOWLY** at ALL of our facilities no matter what. Think for others when they are not thinking for themselves. Please **PARK LEGALLY** at ALL of our facilities regardless of what you see others doing. Please **ARRIVE NO EARLIER THAN 10-15 MINUTES BEFORE YOUR**

**SCHEDULED PRACTICE TIME** and do not leave sight of your athlete until you know a coach is there at the pool. Please **BE AT THE POOL EXACTLY AT THE TIME THAT YOUR ATHLETE IS TO BE OUT OF THE WATER** to pick them up. Failing to do so leaves your athlete and someone else (a coach, another athlete

or another parent in the precarious situation of being alone with your athlete which, in reverse, is just as true for your athlete. Just to ensure no one is put in that situation please be there right at the end of practice to pick up your athlete.

**4 – CONCUSSION FORMS:** Keep these in a file there on your computer. Each coach also is concussion certified and will have a copy of all of this. In the event that we suspect a concussion we will contact you immediately via phone, text or email. We will ask for confirmation of receipt from you in all cases. We will then  fill out a report of occurrence form with USA Swimming and submit that to them. In the event that you suspect a concussion that was NOT reported to a coach for whatever reason, we would ask you to you are to report it to me and your coach and then we will fill out that incident report.  For insurance purposes, THIS IS VITAL AND IS NOT A STEP THAT CAN BE SKIPPED.

**5 – DIVING CLEARANCE:** Every single athlete on the team needs to be cleared for diving off the blocks. We actually have a column on the roster to denote their clearance. Each coach will do so for all of their athletes and you can read up more on what they must attend to in the attached documents.

**6 – ATTENDANCE:** Each coach is required to take attendance for many, many reasons. This helps not only for long-term tracking but for emergency tracking, as well (i.e. in the event we start a practice and something happens such as the lights going out and such the coaches can use their attendance to see if all athletes are accounted for). You can always contact them to check in on that.

**7 – LOCKER ROOM USE BY NON-ATHLETES & ATHLETES:** Non-athletes (parents, spectators, siblings and such) really should use different restrooms at our facilities than the athletes. This is to protect the privacy of the athletes while using these AND to protect the non-athletes against accusation of any wrong-doing, inappropriate behavior and such. Non-athletes should use one of the other bathrooms available at our facilities. As you’ll notice, even the coaches stay out of those locations. At Wyandotte, however, we DO suggest that parents attend the younger athletes in the bathroom since this is a health club. This assures that our athletes stay in line in terms of behavior and do not bother patrons of the facility with antics and/or noise. Locker room concerns should first go to the staff as they are on site and can deal with it best. Start with your own coach and then they can proceed with it from there.

**8 – VIDEO/AUDIO RECORDING DEVICE USAGE:** At no times at all should ANY type of audio-video recording or picture taking device be used in the locker rooms or bathrooms. Parents… PLEASE verse your athletes on this as we inevitably have someone with a new cell phone or the like who hasn’t yet learned how to respect other’s privacy with such devices. The same should actually occur on deck and in the stands. If you want to record your child, please simply ask a coach to ensure that we’re all on the same page. Some folks are particularly careful about such things (allowing just anyone to record their athletes) and we all should respect that.

**9 – BASIC ATHLETE INJURY:** We will notify you if your athlete has been hurt in practice and/or has had an accident report form filled out on them. There are some bumps and bruises that may be a part of their daily activities but anything we feel needs to be brought to your attention will be. As my background is in exercise physiology/athlete rehabilitation you may feel free to consult me with questions. I will also publish some basic information on the care of such injuries throughout the season, as well. All coaches will come to me in the event that there are questions concerning the welfare and care of an injured athlete.

**10 – BASIC ATHLETE SICKNESS:** If your athlete is contagious with anything (a cold, a skin condition, and such) please keep them home. Be especially careful of stomach or digestive track problems as an athlete losing control of either in the pool causes complete shutdown of the aquatic facility. In the event we are notified or anything contagious “after-the-fact” (whooping cough or the like) we will send a notice out to those who may have been exposed (athletes in that same level or who may have been in the water or at the pool at the same time as the contagious athlete). Please go to your coach with questions about when your athlete should return to practice or get out of practice and such.

**11 – INTER-ATHLETE RELATIONS:** If your athlete is having a problem with anyone else at the pool please notify your coach about the situation and handle it through them. If they feel it cannot be handled that way they will then come to me.

 I know that’s a lot but it’s important that you have all of this information to keep things as safe as possible for every single person here on the team.. athletes, coaches, parents & spectators, alike.

THANKS and watch for more information to come out later this week on other team notices!

Steven A. Nye

GCSTO

PO Box 30483

Gahanna, OH 43230

614-478-5445

[www.gcsto.com](http://www.gcsto.com)