UPPER ARLINGTON SWIM CLUB
A TRADITION OF EXCELLENCE

Policies and Procedures

Membership Policy

Adopted January 1988
Revised December 1994
Revised July 1995
Revised January 2000
Revised February 2000
Revised December 2007
Revised April 2016
Revised August 2018
Revised July 2019

Criteria for Membership:

A certain number of swimmers is required at any time to maintain the capability of the Upper Arlington Swim Club to provide the outstanding coaching staff, facilities, and opportunities that are implicit in Club goals. There are also a maximum number of swimmers in each age group above which facilities and coaching staff will be too stressed to provide superior training for Club swimmers. The Board of Directors (the "board") along with the Head Age Group Coach will establish a maximum number of swimmers before the start of each season.

The criteria for accepting members and setting Club dues are intended to maintain membership within these minimum and maximum numbers.

Resident Members:

The Club is autonomous, independent, and separate from Upper Arlington civic and school board organizations. There is, however, a greatly appreciated support from the community and indirect financial support from the Upper Arlington School Board of Education in the form of access to outstanding swimming facilities at reasonable cost. For these reasons, the Club is primarily intended to train swimmers residing in the Upper Arlington School District. At all times the Club will attempt to accept all swimmers residing in the Upper Arlington School District who meet established minimum performance standards. If, however, the number of swimmers residing in the school district wishing to join the Club is greater than the established maximum, there will be selection of swimmers by age group and sex based on swimming ability. Non-Resident swimmers will not be allowed to join or remain with the Club after the conclusion of their 8th grade Short Course Season, unless they are enrolled in the Upper Arlington School System or are Upper Arlington High School graduates. The only exception to this would be if space permits within the Golden Bear training group, nonresidents might petition the Golden Bear coaching staff and board to remain part on the club and train during the non-high school season with UASC.

Nonresident Members:

When the number of applicants who reside in the Upper Arlington School District does not exceed the maximum level of participation as set by the Board and Coaching Staff, nonresidents will be allowed to participate in the Club.

Nonresidents must petition the Board in writing for membership with the understanding that nonresident applications will be accepted only after a reasonable time determined by the Board has been allowed for resident swimmers to register at the start of any swimming season. Siblings of nonresident swimmers who are Club members in good standing will be given preference over other nonresident applicants for new membership.

Nonresident registration fees will be set 18% percent higher than resident fees to reflect the indirect financial support from the Upper Arlington School Board. The Board will establish such fees annually. All fines, entry fees, and other charges will be identical to those paid by resident members. The previously assessed Nonresident Initiation Fee is abolished.

Nonresident swimmers and their siblings who were accepted into membership prior to January 1, 1995, and who have maintained membership through successive seasons, will be charged the current resident registration fee. For the purposes of the Nonresident Membership Policy, the Winter Short Course Season and the Summer Long Course Season are distinct seasons.

Non-Resident swimmers will not be allowed to join or remain with the Club after the conclusion of their 8th grade Short Course Season, unless they are enrolled in the Upper Arlington School System or are Upper Arlington High School graduates.

Once admitted, non-resident swimmers will be guaranteed continued membership in the Club if all other criteria for continued membership are met and the swimmer maintains membership through all successive swimming seasons, as defined above, after the initial season with the Club.

New Member Registration:

The Club organized its swim teams twice each year: once at the start of the Winter Short Course Season, which begins approximately October 1, and once at the start of the Summer Long Course Season, which begins approximately May 1st.

Prior to the start of each season, the Board will establish a tryout date for new team members. This date will be publicly advertised 30 days (thirty) in advance and will ordinarily be seven to ten days prior to the start of the season. All persons wishing to join the Club must appear at the tryouts for evaluation and registration.

The coaching staff will evaluate each new applicant per his or her swimming ability. After this evaluation and per the space available on the team by age and sex, new applicants who are accepted for membership in the Club will be placed on the Team roster in the appropriate age group.

If the number of applicants exceeds the maximum team size as determined by the Board, the number of nonresidents will be limited until all qualified Upper Arlington District residents have been admitted to the team. Thereafter, the coaches will select nonresidents per swimming ability, age and sex.

New applicants who are nonresidents will not be officially admitted to the team until after the cutoff date for admission of Upper Arlington School District residents. This date will ordinarily be set at least two days before the first day of practice.

Registration Fees:

The Club will set fees at the beginning of each swim season. The objective is to provide funds to pay for outstanding coaches, facility rental and other operating expenses. The Club Board will set nonresident fees 18% percent higher than resident fees.

Financial Obligation:

There will be no refund of fees for swimmers who drop out of the club after registration. The only exception to the policy is first year swimmers who dropout during the first month of the swimmer's first season with the Club. These swimmers will receive a refund, minus any fees already incurred by the swimmer; no refund after 30 days of the beginning of the first season for new swimmers.

Permitted Late Training Starts:

A current club swimmer may start training late in the season if there is room in the appropriate swim group. However, fees will not be prorated. A swimmer who is joining the club for the first time may make a written request to the BOD for a prorated fee for that swimmer/swimmers joining the club after the start of a season. Any prorated fees for a new swimmer would be at the Board's discretion and handled on a case-by-case basis.

Fee Payment Schedule:

All fees are payable at the beginning of the season, except for multiple swimmer families. Multiple swimmer families may pay one half of the total family fees by the first practice, with the balance of their fees due by November 1st in the Winter Short Course Season and by June 1st in the Summer Long Course Season.

Black Bear season fees may be paid in three equal installments due by May 1st, September 1st, and December 1st.

Golden Bear season fees may be paid in three equal installments due by April 1st, June 1st and July 1st.

Fee and Fine Policy

Adopted March 1997
Revised November 1998
Revised September 2000
Revised February 2006
Revised December 2007

Fees:

Fees are payable for the entire season on or before the first day of practice. Those families having more than one swimmer may pay 1/2 the total family fee on or before the first day of practice with the balance due by the end of the first full subsequent month. No swimmer may participate in practice whose fees have not been either (1) paid in full, (2) paid in part as per the multiple simmer policy. Members who have failed to discharge their indebtedness for their dues within 15 days of the due date shall be declared delinquent. Delinquent swimmers will be prohibited from attending practices until dues are paid; families needing special help may petition the Board for payment arrangements.

Black Bear season fees may be paid in three equal installments due by May 1st, September 1st and December 1st.

Fines:

Fines assessed for failing to fulfill swim meet work requirements are immediately due after the respective swim meet. Fines are set at $100 for each work assignment not fulfilled. “Not fulfilled” work assignments would include workers not coming; not completing the whole shift; or not delivering the food assignment. The Meet Director reserves the right to allow a worker to come late or leave early under special circumstances. A “work” session is defined as requirements set by the meet director for each home meet based on swimmer level. For example, if the work assignment is three work and one food, that would equal four requirements from the member. “Work” can be broken up into actual work assignments or food donation assignments and shall be treated equally when determining if a member has met their work requirements for each individual meet.

Members who have failed to discharge their indebtedness for their fines within 15 days of the due date shall be declared delinquent. No swimmer may participate in practice whose fines are delinquent. The swimmer will be denied swim meet entry by UASC. All fines must be cleared prior to registering for another season.

Entry Fee Accounts:

The Entry Fee Account is a service provided to member families whereby the Club pays from an escrow account of all entry funds, all meet entry fees. Balances for member families must remain positive always. It is the swimmer's responsibility to keep a positive balance; the Club is not responsible for notifying the member family of a negative balance except for posting current account balances on the club web portal. Families with a negative entry fee account balance will result in swimmer being denied swim meet entry by UASC. Any member family with a negative account balance at the end of a season must clear that balance prior to registering for another season.

It is the intent of the Club that all members depositing funds in the Entry Fee Account shall maintain a positive balance always. Member family accounts should never be overdrawn as the Club posts updated balance sheets on the club website in a timely manner.

Travel Fund Policy

Adopted April 1995
Revised February 2000
Revised December 2007
Revised January 2016

Rationale:

From time to time, members of the Upper Arlington Swim Club may achieve time standards qualifying them to enter national level meets. These meets include the Junior National, Senior National, Olympic Trials, and other national meets as determined by the Board. The Board feels that Club swimmers should be assisted in covering a portion of the cost of travel to participate in these meets. Ohio Swimming, Inc., has historically maintained a travel fund to reimburse these swimmers. The Upper Arlington Swim Club Travel Fund is merely intended to be an extension of that fund.

Swimmers should be aware that:

- These funds are intended for qualified **TRAVEL** expenses only, and not for meet entry fees. These expenses are the sole responsibility of the swimmers family.

- Distribution of funds from the UASC Travel Fund is not guaranteed and funds will only be dispersed provided there are funds available in the account at the time of request.

Account Funding:

It is the opinion of the Club Board that coaches, and/or members of the Upper Arlington Swim Club, for funding the Travel Fund Account, will organize fundraising efforts from time to time.

- The Upper Arlington Swim Club will not use general funds to cover the costs of swimmers traveling to national meets. General funds can be used to cover travel costs for swimmers with the anticipation of reimbursement from Ohio Swimming to cover these costs.

- Funds generated through specially designated fundraising efforts will be kept in a separate account for this use.

- Fundraising efforts will be by approval of the Club Board, and no member of the Upper Arlington Swim Club will be required to participate in any fundraising effort for this fund.

Qualifications:

To qualify for fund disbursements, the swimmer must be a member in good standing with the Upper Arlington Swim Club, and hold a current USA Swimming registration showing attachment to UASC.

- Reimbursement would never be more than that which the swimmer paid in swim fees to UASC during the year in which they seek travel reimbursement, unless the swimmer has been a Club member for 4 or more years.

- Travel fund reimbursements will be dealt with on a separate basis from the general fund. No swimmer may be delinquent in payment of general swim fees in anticipation of a travel reimbursement.

- Travel funds will be available to swimmers qualified in individual events only and relay participants as determined by the coach.

Disbursements:

The UASC travel funds are paid to the swimmer only after the required and completed forms are submitted to the Board Treasurer and are viewed to be appropriate. The coach is required to submit the appropriate reimbursement forms in a timely manner to Ohio Swimming, Inc., in accordance with Ohio Swimming rules to obtain reimbursement for travel to a National meet.

- It is the intent of the UASC Travel Fund, provided funds are available in the fund, to match up to the reimbursement offered by Ohio Swimming Inc., for the requested meet(s).

- SWIMMERS MUST INSURE THAT ALL PROPER FORMS HAVE BEEN SUBMITTED FOR TRAVEL FUNDS FROM OHIO SWIMMING INC. It is not the intent of the Upper Arlington Swim Club to be the sole provider of travel fund reimbursements.

- Swimmers must provide UASC Board Treasurer with a copy of the completed and submitted Ohio Swimming Travel reimbursement form.

- Completed forms for reimbursement must be received within 30 days of the conclusion of the requested meet.

- When the funds in the UASC Travel Fund are not sufficient to fully reimburse all eligible swimmers, a pro-ration of available funds will be made

Coach Evaluation Policy

Adopted March 1997
Revised March 1998
Revised December 2007

The Club has a contractual agreement with the coaches the Club employs to provide an evaluation of the coach's performance annually. Said evaluations will be conducted in the following manner:

Evaluation Interview:

During annual interviews the Coach is requested to address at least three areas:

1. The Coach's current perception of the job, its strengths, weaknesses, personal sense of accomplishment, does it still provide a challenge and enjoyment?
2. A general statement of the Coach's perceptions on how well the season has gone.
3. In what ways can the Board of Directors help?

Head Coach Evaluation (UASC and Golden Bear):

The evaluation will be conducted by the current club President and Vice President. The President of the Club will conduct an evaluation interview with the coach to review the evaluation and set goals for the upcoming year.

Assistant Coaches Evaluations:

The Age Group Head Coach will evaluate the assistant coaches by completing the standard evaluation form. The head coach can ask for the UASC President to attend the evaluation interview with the assistant coaches.

Lifeguard Policy

Adopted June 16, 1998

The Club has agreed to comply with the rules set forth by the Ohio Department of Health ORC section 3701-31-05.

All practices held at the Upper Arlington High School Natatorium will comply with the variance of ORC Section 3701-31-05-D-6 as approved by the Ohio Department of Health, Franklin County District Board of Health and the Upper Arlington City Board of Health, allowing a lifeguard certified coach to act in a dual capacity as lifeguard and coach. The Club has acknowledged to the Upper Arlington High School administration that they agree to comply with the Upper Arlington High School Natatorium Guidelines and Procedures for Usage. During all Pre-Competitive, Bear Cub, Bear practices, grading days and all swim meets, at least two lifeguard certified individuals will be on deck always. During Black Bear and Golden Bear practices at least one lifeguard certified individual will be on deck always.

All practices held at facilities other than the Upper Arlington Natatorium will comply with the Ohio Department of Health ORC section 3701-31-05. There will be at least one lifeguard Certified individual responsible only for the safety of bathers and individuals on the deck area adjoining the pool or spa while on duty.

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Cancellation Policy

Adopted January 1999

Revised December 2007

The Superintendent of Upper Arlington Schools has affirmed the policy that Club activities at Upper Arlington High School must be cancelled on any day that school is cancelled due to severe weather or another emergency. The UA Athletic Director has the authority to cancel Club activities on weekends and other days on which school is not in session. The Athletic Director will announce cancellation via local television and radio channels and via a message recorded on 614/487-5210.

Late Pick-Up Policy

Adopted November 2001
Revised December 2007
Revised May 2014

Swimmer safety is our highest priority. UASC uses several different pool locations for practice sessions throughout the seasons and it is important that adults and athletes fully understand pick up procedures. USA Swimming guidelines require two (2) coaches to remain at the pool facility until all swimmers have safely departed.

Every parent and guardian is responsible for picking up their swimmer promptly at the conclusion of practice. Any parent or guardian who fails to pick up their swimmer within fifteen (15) minutes of the scheduled conclusion of practice may be fined up to $50 per occurrence. These fines are at the discretion of the coaching staff. A swimmer who has not been picked up within 45 minutes of the scheduled conclusion of practice shall be considered abandoned and reported to the Upper Arlington Police.

Medical Policy

Adopted November 2002

Revised December 2007

The safety of its swimmers is a goal of the Club. Swimming may, under certain medical conditions, be a dangerous activity.

The parents or legal guardians of all swimmers shall provide an Athlete Participation and Medical Release Forms annually as a condition of registration as a member of the Club. These forms shall provide information regarding the swimmer's medical history and status to determine whether follow-up information and/or special accommodations are appropriate. As a further condition to registration, the parent/legal guardian shall complete an Emergency Card. It shall be the responsibility of the Parent/legal guardian to promptly update swimmer's health history with any medical change that would modify the answer to any questions. Should there be a change in a swimmer's medical condition, the Board may prevent the swimmer from participating in Club activities until the swimmer's ability to continue to participate in all aspects of the program.

Should the answer to Question 3 of the Athlete Participation Form be in the affirmative, he swimmer shall submit a further Health Examination form in which a physician certifies that, in the physician's opinion, the swimmer's medical status is stable, safe and permits the swimmer to participate in the Clubs rigorous swimming program

Should the answer to Question 5 of the Athlete Participation Form be in the affirmative, it is felt by the Club that further precautionary measures should be taken as a result of the potential increased risk while swimming. As a further condition of swimming, the swimmer shall submit a letter from his/her physician stating that:

1. The physician is aware of the approximate date(s) of the loss of consciousness;
2. The physician is aware of the frequency of the loss of consciousness;
3. The physician has been informed about the intensity of the swimming workouts of the swimmer's competitive group;

The physician has determined that the swimmer is cleared to participate.

In addition, should a swimmer lose consciousness for any reason at any time during the season a letter from the physician as outlined above shall be submitted even if a prior letter is on file. It must include acknowledgement of the recent event and reflect the physician's clearance for the swimmer to resume participation in the program. The Board shall review the letter at its next scheduled meeting or within 30 days of receipt thereof. The Board retains discretion to approve the letter as written or to require further inquiry as it deems appropriate and this discretion supersedes any decision by the Medical Committee.

Medical Policy
(continued)

The Board may, in its discretion, require a swimmer who has been identified as being at increased risk in the water to make himself/herself more recognizable to the lifeguard on duty using distinctive swimwear or swim cap. The Board, always, reserves the discretion to impose restrictions and to make accommodations designed to increase the safety of its swimmers.

By petition to the Board, the swimmer/parent/legal guardian may request special safety accommodations for a swimmer identified as being at increased risk in the water. The Board will consider such a request while considering the best interest of the Club and the swimmer.

A parent/legal guardian may request waiver of any of the above by petition to the Board. Should the Board, in its discretion, grant such a waiver the parent/legal guardian shall execute a release of the Club and Board and be responsible for any financial costs incurred by the Club due to such waiver.

Parent Code of Conduct Policy

Adopted November 2003

Revised December 2007

Every parent or guardian of a competitive swimmer is expected to:

- Practice teamwork with all parents, swimmers, and coaches by supporting the values of Discipline, Loyalty, Commitment and Hard Work;
- Not coach or instruct any swimmer at a practice or at a meet, from the stands or any other area, or interfere with coaches and officials on the pool deck;
- Demonstrate good sportsmanship by conducting themselves in a manner that earns the respect of swimmers, parents, officials, and coaches at meets and practices;
- Exercise self-control always and know their role: swimmers swim, coaches coach, officials officiate, and parents parent;
- Understand that criticizing, name-calling, and using abusive language or gestures directed toward coaches, officials, and/or swimmers will not be permitted or tolerated;
- During meets, direct questions or concerns regarding decisions made by meet officials to a member of the coaching staff, not to the officials.
- Enjoy involvement with UASC by supporting the swimmers, coaches and other parents with positive communication and actions.

Should a parent or guardian conduct himself or herself in such a way that brings discredit or discord to Upper Arlington Swim Club or USA Swimming, they will be subject to disciplinary action. The UASC Board of Directors maintains the right to sanction, suspend, or remove from the Club any members violating the Code of Conduct by a vote of two-thirds of the elected members of the Board, if no member shall be suspended or expelled from the Club until he or she has been furnished with an opportunity to be heard by the Board in his or her own defense. The Board of Directors shall have the power to act, as it may deem proper, regarding the removal, suspension, or reinstatement of Club members.