



## **2019-20 Policy and Procedures Manual**

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# ***INTRODUCTION TO HSA***

Welcome to the Huntsville Swim Association. This team handbook was prepared in order to help familiarize swimmers and parents with the HSA program. The team handbook explains HSA's terms and conditions, policies and procedures. The handbook is intended to serve as an educational tool for those new to competitive swimming and a reference guide for those who have been swimming for years. HSA is a USA Swimming affiliated team, and strives to follow all USA Swimming's published policies and procedures.

## **Mission Statement**

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The Huntsville Swim Association (HSA) produces excellence, builds community, fuels change, and saves lives through the life changing byproducts of year round instructional and competitive swimming in Northern Alabama.

## **Vision Statement**

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Become the preeminent swim team in Alabama by developing long-term successful swimmers through proper development of sound fundamentals, mental training, and competitive opportunities.

## **Goal Statement**

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The goal of our team is to provide every member an opportunity to improve swimming skills and achieve success at his or her level of ability, from novice to international competitor.

## **Team Philosophy**

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We are a family-oriented program that serves the North Alabama community by providing a positive environment where excellence is created through teaching integrity, leadership, and daring.

## Team History

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HSA was started in 1969 as the Rocket City Aquatic Club. In 1974, the club's name was changed to the Huntsville Swim Association. Since 1969, HSA has produced Olympians and countless athletes that have competed on the international, national, and collegiate levels. Former and current HSA swimmers also hold numerous relay and individual LSC records. Along with individual accomplishments, HSA has won the LSC championship numerous times and finished within the top 3 at National Level Meets. For forty years, HSA has proven itself over and over again as the top program in Northern Alabama, the State of Alabama, and the South.

## Organizational Structure

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HSA is a non-profit, parent-owned organization governed by a Board of Directors (BOD). The board of directors represents the association and works in conjunction with the coaching staff to maintain the high quality of swimming that is offered by HSA. The club employs a head coach who is responsible for managing day-to-day operations and leading the swim program and coaching staff. Member involvement is an integral part of the association. Parents and members support the association through a variety of committees and organized volunteer activities.

HSA is a member of both USA Swimming (the governing body for amateur competitive swimming in the United States) and the Southeastern Swimming LSC, which is a local governing body for USA Swimming. The team participates in USA Swimming meets ranging in ability level from novice to international, and offers meets locally, regionally, and nationally.

Monthly training fees, fundraising efforts, and running swim meets financially supports HSA.

The BOD operates within a framework of bylaws that were set up to guide the operation of the team. The BOD also establishes and manages an annual budget, which is reviewed monthly at regular Board meetings. Whereas the coaching staff manages the “wet” side of the program, the BOD handles the “dry” side, which includes setting the dues structure for the club, club budget, club investments, and overall guidance of the club’s long-term future.

## **Facilities**

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The HSA office is located at 3322 South Memorial Parkway, Suite 211, Huntsville, AL 35807

The HSA mailing address is P.O. Box 1102, Huntsville, AL 35807

HSA's main practice locations are located at:

Huntsville Aquatics Center

2213 Drake Ave. SW

Huntsville, AL 35805

Redstone Arsenal Aquatic Center

Building 3705 on Aerobee Rd.

Redstone Stone Arsenal 35898

The Huntsville Aquatics Center site is owned and operated by the City of Huntsville Parks and Recreation Department, and HSA rents lane space directly from the Park & Rec. Department.

The Redstone site is owned by the U.S. Army and is operated by the Army MWR program. HSA rents lane space from the Redstone MWR.

## **HSA Coaching and Office Staff**

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All Huntsville Swim Association Coaches are members of the American Swim Coaches Association and are USA Swimming Members. All coaches undergo a background check and have certifications in First Aid, CPR, Athlete Protection, and Coaches' Safety Training.

The coaching staff is charged with structuring and running the "wet" side of the Huntsville Swim Association. The "wet" side of the team consists of scheduling and coaching workouts, scheduling and attending meets, meet event selection, relay team selection, special event scheduling, goal setting sessions, and other swimming related events. It also includes setting ideal guidelines and procedures for swimmers to compete at the highest levels. These guidelines and procedures include things such as group advancement procedure, nutrition guidelines, camp and lesson participation, appropriate meet uniforming (technical suit appropriate meets, wearing team suit and cap at meets, etc.), and setting conduct guidelines at both practice and meets for athletes.

The full time coaching staff also performs office duties which include, but are not limited to billing, team electronic communication, web site maintenance and content, and the basic day to day running of the club. A full list of the coaching staff, including biographies of each coach, can be found at swimhsa.org.

## Communication

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Communication between the coach, parent, and athlete is vital to the success of each athlete within the HSA system. We encourage as open a line of communication between the three entities as possible. Below are listed the various methods that the coaching staff will communicate with the parents and swimmers, as well as ways in which to contact the coaching staff. If any issue should arise, the first step should always be to contact the child's coach. If the issue is not resolved, the second step would be to contact either the Head Age Group Coach or the Head Coach regarding the matter. Finally, the last step, if a resolution is not found, would be to contact the HSA Board President. Following this order of communication allows the most informed person to address the matter first.

**Website:** The HSA website uses the "TeamUnify" website management system. All billing and club email is handled through the website, as well as meet and event sign-ups, news communication, etc. You create an account with us during the registration process. The club uses the website for communication regarding all phases of the program, but in particular uses it for practice calendars, meet information and sign-ups, general announcements, and fundraising opportunities. The website also contains education areas for swimmers and parents, information on volunteer jobs such as officiating, financial documents, and both team and personal time records.

**Email:** Weekly email notices are sent to all families updating you on pertinent dates, as well as linking you to important parts of the website. Any schedule changes are sent out through email.

**Office Phone:** The HSA office number is (256) 270-9255. All full time coaches have access to the office phone.

**Coach email:** All coaches' emails are listed under the coaches' tab of the website (top left corner of the main page). All coaches check their email periodically and will respond.

**Training Group Meetings:** At least once per year, each training group will hold a parent meeting to go over all pertinent information specific to that group. Notes from each meeting are available throughout the year on the HSA website.

# ***Training Programs***

## **Objectives and Values**

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All of our coaches, as members of the American Swimming Coaches Association, have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. They provide assurances that the time athletes spend in swimming will be quality time. They welcome swimmers of every level and provide them with the best possible environment and resources, allowing them to progress from novice to the highest level of competition. The HSA coaching staff strives to instill in young swimmers an understanding and appreciation for such concepts as high self-esteem, personal accountability, sportsmanship, teamwork, self-discipline, goal setting and goal achievement. These ideals will translate into each athlete's success in training, competition and in life as they grow and develop into adults. We strive:

- To ensure that our swimmers acquire the skills and confidence to succeed in all facets of life.
- To sustain a highly motivated and trained coaching staff.
- To advance and promote a program that encourages attendance, develops team unity and builds life-long friendships between team members and club families.
- To operate all of our programs at the highest levels of integrity and fairness.
- To provide a positive environment that is challenging, safe, healthy and rewarding for all athletes.
- To maintain World-Class sportsmanship at all times.
- To build a solid base from which we can grow and expand our membership in the community.

# Overall Structure

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The Huntsville Swim Association offers training and practice groups for swimmers of all ages and ability levels beyond our minimum requirement to join the team. It is the goal of the Huntsville Swim Association to offer ability specific training for all of our athletes geared towards challenging each individual and developing each individual to the best of THEIR abilities.

The Training Program is divided into three different phases: Skill Development, Training Development, and Racing Development. Each of these phases represents varying amounts of times that are athlete specific, and are all equally important. These phases have varying degrees of overlap, and all build on each other.

## **Skill Development**

The foundation of all of the phases is the skill development portion. This phase begins when the athlete takes their first “Learn to Swim” lesson, and continues through our White group. Athletes in this portion learn necessary skills in which to be competitive swimmers, such as proper stroke technique for the four competitive strokes, correct starts and turns for each of these strokes, and an introduction to competition. At its core, this phase requires swimmers to focus on learning correct body movements through mass stroke instruction, breaking skills into a sequence of learning components of each stroke (drill progressions), and linking individual skills to the total movement of the stroke.

Along with proper stroke mechanics, this group works on developing a level of maturity from the athletes during the practice structure. This includes listening skills, behavior expectations, and converting visual and auditory instructions into stroke changes.

Groups included in this phase are Lessons, Intro to HSA, White Group, and Junior Development 1.

## **Training Development**

This phase begins with our Red I group and continues through our Blue group. In this phase swimmers continue their stroke technique development, but focus begins to shift to learning the correct training tools they will need to eventually compete at the highest levels of swimming. These tools include the ability to read a pace clock and understanding of training concepts like negative splitting, accelerating efforts, and building. These groups also offer a gradual increasing of training loads as the swimmer progresses through the groups.

Along with training skills, these groups also teach basic racing techniques, basic goal setting, and dryland skills.

Groups included in this phase include Junior Development 2, Senior Development, Red 1, Red 2, and Blue Group.

### **Racing Development**

This phase encompasses our Junior and Senior groups. In this phase swimmers take skills learned in the first two phases, and apply them in order to achieve the highest level of swimming possible for each athlete. Specific goal setting is used to develop both race strategy and seasonal plans. Highly focused training is demanded from the athletes on a daily basis, and athletes are expected to be internally driven to be successful.

This phase also builds upon the dryland techniques taught in previous phases. Athletes in these groups are expected to compete at the highest meets that their ability allows.



HSA Practice Group Comparison Chart

Group	Typical Age Range	Initial Skills for group entry	Typical Coach to Swimmer Ratio	Coach in water?	Skills Taught in Group	Dryland	Goal Setting/ Progress Report	Practice expectations/ recommendations	Meet Expectations/ Recommendations
Intro to HSA	5-8 yrs. Old	Able to demonstrate an understanding of Freestyle and Backstroke, with the ability to swim a 25 of freestyle without stopping.	8:1	everyday	Proper body position leaving wall; freestyle pull pattern, freestyle kick, side breathing, backstroke pull pattern, backstroke kick, backstroke finish, basic components of butterfly and breaststroke, especially kick technique. Become deepwater safe	no	Basic progress reports available on request	2 times/week recommended. Swimmers will only be on a M/W or T/Th schedule	Monthly HSA mini-meets are recommended.
White	6-9 yrs. old	Able to swim a 25 of Free, Back, and either Breast or Fly. Must have a basic understanding of all strokes. Swimmers should also be deep-water safe. Able to thrive in a group instruction environment.	12:1	occasionally	Proper stroke technique in FR, BA, BR, FY. Correct starts, turns, and finishes for each stroke. Starts from blocks. Basic pace clock skills (How to read it.)	no	Basic progress reports available on request	2-3 times/ week recommended	Local and mini-meets are highly recommended. End of season Championship meet is highly recommended as travel meet.
ID1	9-13 yrs. Old	An entry level group for older swimmers, as well as a continued development track for swimmers that need additional fundamental work, while maintaining an age appropriate peer group.	15:1	never	Proper stroke technique in FR, BA, BR, FY. Correct starts, turns, and finishes for each stroke. Starts from blocks. Basic pace clock skills (How to read it.)	yes	Basic progress reports available on request	2-3 times/ week recommended	Local and mini-meets are highly recommended. End of season Championship meet is highly recommended as travel meet.
ID2	11-14 yrs. Old	This is an extension of other groups for those who are not able to meet attendance or other requirements, or for those swimmers that are joining the sport at a later age. Should be able to demonstrate proficiency in all 4 strokes as well as starts and turns. Able to demonstrate proficiency in training skills like reading a pace clock, and interval training.	30:1	never	Continued work on proper stroke technique in all 4 strokes. Aerobic/ anaerobic training developed. Dryland training is integral part of group schedule. High school and USA Swimming IMR events emphasized. Learning to manage time outside of the pool along with swim training and competition.	yes	Basic individual goal setting introduced with each swimmer. Semester progress reports issued by coach on request.	3-5 times/ week recommended, no minimum requirement.	All HSA team meets recommended. Championship meets including Southeastern meets also recommended.
Red 1	8-10 yrs. Old	Able to swim all four strokes legally. Able to dive and complete a flipturn. Know how to read pace clock.	25:1	never	Continued work on proper stroke technique in all 4 strokes. Dryland training is introduced. Clock skills such as interval training are taught. USA Swimming IMR events are emphasized.	yes	Basic individual goal setting introduced with each swimmer. Semester progress reports issued by coach on request.	Year Round commitment, although playing other sports is encouraged. 3-4 times/ week recommended.	Local meets are highly recommended. December Team meet and March Championship meets are also highly recommended.
Red 2	10-12 yrs. old	Able to demonstrate proficiency in all 4 strokes as well as starts and turns. Able to demonstrate proficiency in training skills like reading a pace clock, interval training, etc.	30:1	never	Continued work on proper stroke technique in all 4 strokes. Aerobic training principles are developed. Dryland training is fully integrated into the daily practice schedule. USA Swimming IMX events are emphasized.	yes	Basic individual goal setting introduced with each swimmer. Semester progress reports issued by coach on request.	Year Round commitment, although playing other sports is encouraged. 3-5 times/ week recommended. 3 times/ week required	Local meets are highly recommended, and out of town meets are recommended. End of season championship meets are expected.
Blue	12-14 yrs. Old	Able to commit to meeting all Blue Group requirements. Must be able to commit to training and competing at a high level.	35:1	never	Technique fine tuning is done, with an emphasis on racing skills such as underwater kicking. Advanced aerobic and anaerobic training principles are introduced. Advanced racing strategy is discussed and implemented. Advanced Dryland training concepts are introduced. Proper nutrition and recovery concepts are introduced to the athlete. USA Swimming IMX events will be primary focus.	yes	Individual goal setting done. Semester progress reports issued by coach on request.	4 practices/ week required, Saturday mornings are highly recommended.	All HSA team meets are highly recommended. End of Season Championship meets are required.
SD	14-18 yrs. Old	Able to demonstrate an ability to swim all 4 strokes, as well as ability to do correct starts and turns for each stroke. Basic skills, such as the ability to read a pace clock are also expected.	30:1	never	Work on proper stroke technique in all 4 strokes. Aerobic/ Anaerobic training principles are developed. Dryland training is integral part of group schedule. High School and USA Swimming IMR events are emphasized.	yes	Basic individual goal setting introduced with each swimmer. Semester progress reports issued by coach on request.	3-5 times/ week recommended	Local meets are recommended. End of season championship meets are also recommended.
Junior	14-16 yrs. Old	Able to demonstrate an ability to train and compete at a high level. Dedication to the sport is demanded of athletes in this group.	30:1	never	Seasonal training and racing plans are introduced. Continued education on racing skills and advanced training concepts. Dryland is heavily integrated. Proper nutrition and recovery techniques continue to be taught. USA Swimming IMX events continue to be a focus, along with some stroke specialization.	yes	Individual goal meetings with semester progress reports from coach on request.	5 practices/ week required, with 7 practices/ week offered. Saturday mornings are required.	All HSA team meets are highly recommended. End of season Championship meets are required.
Senior	16-18 yrs. Old	Able to demonstrate the ability to compete on a Regional and National level, and the ability to train to this level.	30:1	never	Seasonal and Quadrennial training plans are followed. Racing skills development continues. Weight training is integrated into the dryland program. Proper Nutrition and recovery techniques are expected. USA Swimming IMX events are a base focus, with each athlete having some specialization in events.	yes	Individual goal setting done. Semester progress reports issued by coach on request.	9 practices/ week are offered, and swimmers are expected to attend all practices	All HSA team meets are highly recommended. End of season Championship meets are required. Swimmers on a National meet track will have an alternative meet calendar at times.
Masters	19-109 yrs. Old	Swimmers from beginner to former collegiate swimmers are welcome.	20:1	never	Basic stroke work to intensive training plans offered.	no	Available on request.	Up to individual swimmer.	Masters meets are available, but not currently supported by the coaching staff.

# Swimmer Responsibilities and Code of Conduct

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As a member of HSA, athletes represent themselves, their family, their community, and their swim team at all times. The Athlete Code of Conduct listed below represents these expectations. In addition there are basic practice and meet behaviors that we ask of our swimmers:

- Respect your coaches, team members, parents, facility staff, and facility that you are in. If your action is in doubt of whether it is respectful or not, you are most likely violating the code of respect.
- Swimmers should communicate openly with coaches about any matters that may affect personal or team performance.
- Swimmers should display Team Spirit at every opportunity. Participate in team cheers, wear team clothing, and be proud to be a member of HSA. Wear the team uniform (TYR Navy Blue team suit), and any other appropriate HSA gear. Senior swimmers are expected to be positive role models at all times.
- Swimmers should know their best times in order to help their training. This is especially crucial for all swimmers in the training and racing development phases.
- At meets, swimmers should report to their coaches directly before and after each race.
- Swimmers should arrive on time for practice, unless circumstances out of their control keep them from doing so (i.e. school does not let out early enough to make it to practice on time)
- Swimmers should let their coach know if they are going to be out of the pool for an extended amount of time for a sickness or injury.
- Swimmers must be registered with HSA and have all fees paid in full prior to the start of the season to practice.
- Swimmers should be picked up no later than 15 minutes after practice ends.
- The swimmer should plan to stay the entire practice.
- Swimmers are to enter the Natatorium and go directly to the locker room to change and proceed directly to the pool. Once changed, the swimmer should remain on deck until practice is over. Swimmers should not leave anything of value in an unlocked locker in the locker-room. Bags may and should be brought onto the deck. HSA is not responsible for lost or stolen items.
- During practice sessions, swimmers are never to leave the pool area without a coach's permission.
- Each training group has specific attendance requirements appropriate for the objectives of that level. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. HSA encourages younger swimmers to participate in activities in addition to

swimming. The coach's expectation level to attend practices increases as swimmers move to higher levels.

- If a swimmer is late to practice or has to leave early, we ask that the coach be notified prior to the start of practice.

# HSA Athlete Code of Conduct

## Philosophy

The purpose of this conduct policy is to insure that every swimmer is provided an environment, which allows him or her the opportunity to reach his or her individual goals. Therefore, underlying this policy are the following assumptions:

- 1) A swimmer's conduct should provide a healthy physical and emotional environment for themselves and others.
- 2) A swimmer's conduct should support every other swimmers ability to learn.
- 3) A swimmer's conduct should support the coach's ability to teach other swimmers.
- 4) Each swimmer should be committed to striving for their goals and for the good of the team.

## Conduct Expected of All Swimmers

Swimmers are encouraged to learn because they choose to do what is in their best interest, not to avoid punishment for "breaking rules." However, it is in everyone's best interest for basic rules to be clear and unambiguous.

1. HSA swimmers are expected to represent themselves and HSA well at all times.. Swimmers, coaches, and parents should represent the HSA name with excellence, team spirit, good sportsmanship, and politeness. This conduct extends to all facets of a swimmer life, including their activity in digital media.
2. HSA swimmers are expected at all times to follow the appropriate directions of any member of the coaching staff, Natatorium Staff, and any person who is a chaperone. Disrespect or failure to obey appropriate instructions will not be tolerated from any athlete.
3. Specifics
  - a. HSA swimmers are expected to use appropriate language. Use of profane or abusive language or obscene gestures will not be tolerated.
  - b. There shall be no drinking of alcohol, use of tobacco products, illegal drugs, or any substance banned by FINA or the IOC.
  - c. HSA swimmers are expected to respect each other. Fighting, intentional touching, or striking another athlete will subject the swimmer to the most severe discipline.
  - d. HSA swimmers are expected to respect and care for the property of others. Vandalism, intentional damage to property, or theft of property will not be tolerated.
  - e. Swimmers may leave team activities early only with the permission of a member of the coaching staff.
  - f. Changing of clothes (either into or out of swimsuits), other than in a designated dressing area or bathroom, is strictly prohibited. No swimmer shall change clothes while on the pool deck or in other public areas.
  - g. Any kind of physical or emotional abuse is strictly prohibited.
4. Other Expectations

- a. Follow all of the coach's, natatorium staff, or chaperone's appropriate orders completely and exactly. If any clarification is needed, inquire politely.
  - b. HSA swimmers are expected to support their teammates in a positive way through their words and actions at all times.
5. Discipline  
Failure to follow the above rules may result in disciplinary measures, including:
- a. Suspension from events or practices.
  - b. Removal from any trip. In this case parents will be required to pick their child up immediately.
  - c. Suspension from the team.
  - d. Expulsion from the team.

The coaching staff reserves the right to use these examples of discipline in order to protect the team as a whole. The uses of discipline will be administered based on the severity of any offense. Any suspension or expulsion from the team may be appealed to the board of directors in writing.

Swimmers are expected to follow the spirit of the rules as well as the specific rules. The coach must adapt the philosophy to an infinite number of situations. Swimmers are asked to respect the coach's directions and give their full cooperation. Cooperation with teammates and staff will produce a productive environment for all. The spirit of the above rules is to provide a safe and effective training and competition situation.

# Swimmer Advancement

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The process of assigning groups always proves to be one of the most difficult things we must do. Our decisions are based on a number of factors; meet performance, training, attendance, maturity, lane space and our future expectations of the groups. Swimmers and parents must understand that we realize the social aspect: the desire to be with friends, the competition and comparing, and the multitude of other approaches or views swimmers and parents have about swimming and other athletes. Please remember that over five hundred swimmers have been split up into training groups and that lines must be drawn; however, every swimmer will be given the opportunity to grow and develop over the season. Please be patient and realize that there may be adjustments to groups based on what we see in practice and how individual swimmers perform.

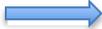
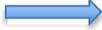
Please note: in order to be guaranteed a spot on the Team in the Fall, 11 and older swimmers must be training and competing with HSA over the summer and winter seasons. If you do not participate with us over the summer we will make it a top priority to assign you to a group for the fall, however swimmers who have committed to swimming year round will take precedent.

Generally speaking, swimmers are grouped according to ability level. At the entry level, age is probably an equal consideration. We want these swimmers to feel comfortable within their peer group. Later in their development, however, ability takes precedence. It's important that the upper groups contain swimmers of similar ability for the sake of practice management.

Each of the practice groups has a general performance component intended to initiate the conversation between group coaches on who is ready to move into the next training group. Those times are as follows:

Into to HSA		White:	Legal in at least 3 of the 4 strokes
White		Red I:	Legal in all 4 strokes, Legal turns and starts.
JD1		Red I:	Legal in all 4 strokes, Legal turns and starts.
JD1		JD2:	Legal in all 4 strokes, Legal turns and starts. Ability to read a pace clock and competently complete organized workout plans.
Red I		Red II:	Swimmers with at least two 10 & under

Southeastern cuts, preferably in multiple strokes

Red I		JD2:	Legal in all 4 strokes, Legal turns and starts. Ability to read a pace clock and competently complete organized workout plans.
JD2		Red II:	Swimmers with at least two 10 & under Southeastern cuts, preferably in multiple strokes
JD2		SD:	Must be entering High School or older. Ability to competently complete organized workout plans, and understand more advanced training concepts.
Red II/SD		Blue:	Swimmers with at least two 11-12 Southeastern cuts, preferably in multiple strokes
Blue/SD		Junior:	At least one Age Group Sectional Cut
Junior		Senior:	At least one Senior Sectional Cut

More important to move-ups than performance are several others. Chief among these is the appropriate practice attendance for each level. Ideal percentages for group move up consideration are listed below, and are considered in three month averages.

Intro Group	75% of the twice per week schedule
White Group	50% of the 5 practices offered each week
JD I Group	50% of 4 practices offered each week
JD II Group	50% of 6 practices offered each week
Red I Group	60% of the 6 practices offered each week
Red II Group	60% of the 6 practices offered each week
Blue Group	80% of the 7 practices offered each week
SD Group	80% of the 7 practices offered each week

Junior Group	90% of the 7 practices offered each week
Senior Group	100% of 9 practices offered each week

We also have several training paces that each athlete should be able to maintain on a **consistent** basis. These intervals should be **comfortable** for athletes being considered before advancement into our upper level groups. Those are listed below.

Red II	n x 50 FR	:50
	n x 100 IM	2:00
	n x 50 Kick	1:10
Blue	n x 100 FR	1:25
	n x 100 IM	1:35
	n x 100 Kick	2:00
Junior	n x 100 FR	1:20
	n x 100 IM	1:30
	n x 100 Kick	1:50
Senior	n x 100 FR	1:15
	n x 100 IM	1:25
	n x 100 Kick	1:40

## **Practice Equipment and Uniforming**

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All swimmers are required to have an HSA Team Suit, which is made by TYR. The Team suit is a navy blue TYR suit. Females can choose between a thin strap or thick strap, and males can choose between a jammer or brief. In addition each group has certain practice equipment that it requires swimmers to have. This equipment can be purchased at HSA's preferred vendor **First Place Athletics (820 Regal Dr., SW, Huntsville, AL 35801, 256-536-4770)**

First Place also has a large selection of HSA Warm-ups, backpacks, parkas, etc. for your purchase. Both First Place and TYR serve as loyal sponsors of HSA, and we highly encourage our team to support them in return by giving both companies your business.

First Place also offers a full array of TYR "tech" suits for purchase. "Tech" suits are only for swimmers that are 13 & over. HSA coaches determine which meets are appropriate for "tech" suit use. With our TYR sponsorship agreement, swimmers

that have reached a certain level begin to receive free warm-ups and bags as an incentive. These “freebies” are only given to individuals that choose to purchase a TYR “tech” suit. If you choose to wear another brand, you are not eligible for the “freebie” gear.

Intro Group: TYR Junior kick board, goggles, TYR practice suit, and team caps for swimmers with long hair

White Group: TYR Junior kick board, TYR fins, goggles, TYR practice suit

Junior Development 1 & 2: TYR Junior kick board, TYR fins, goggles, TYR practice suit

Red I Group: TYR kick board, TYR Fins, goggles, TYR practice suit, TYR snorkel, TYR paddles, and athletic shoes.

Red II Group: TYR kick board, TYR Fins, goggles, TYR practice suit, TYR snorkel, TYR paddles, and athletic shoes.

Blue Group: TYR Fins, TYR Jr. kick board, goggles, TYR practice suit, TYR nose clip, TYR Snorkel, TYR junior size pull buoy, TYR hand paddles, mesh bag, Cross training/running shoes, and a HSA Team Cap

Senior Development: TYR fins, TYR Jr. kick board (small board - no full size boards), goggles, TYR practice suit, TYR snorkel, TYR junior size pull buoy, TYR hand paddles, mesh bag, Cross training/running shoes

Junior/Senior: TYR Fins, goggles, TYR practice suit, TYR snorkel, TYR nose clip, TYR pull buoy, TYR hand paddles, HSA Team Cap, and athletic shoes.

# ***HSA Competition***

## **Philosophy of Competition**

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HSA believes each swimmer should progress in competition at their own speed. Research in the fields of sports psychology and child psychology reveals that children develop their competitive spirits at different rates. Moreover, young children, below the age of eight, are not naturally competitive. The main attraction of sports for them is fun.

Our meets are set up to offer each athlete a level of competition that suits their current commitment to swimming and their own desire to compete. As swimmers become more committed, more competitive opportunities are offered.

## **Classification of Swim Meets**

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Just as HSA has a progression of training groups, we also offer a progression of swim meets. There are four basic levels of swim meet. They are:

<b>Type of Meet</b>	<b>Those attending</b>	<b>Typical Locations</b>	<b>Number of days</b>
Internal Mini-Meet	Intro, White, JD1	Huntsville Aquatics Center	Saturday mornings
Local Invitational	All Groups except Intro to HSA	Huntsville area	1 to 2.5 days
Regional Invitational	All Groups except Intro to HSA	Typically within a 4 hour radius	2-3 days
Regional Championship	Qualifiers	Typically within a 4 hour radius	2-3.5 days
National Championship	Qualifiers	Anywhere in the U.S.	3.5-8 days

In general, HSA hosts all levels of meets. These meets range from extremely accessible for those just beginning (i.e. Mini-Meets and Local Invitationals) to high-level National Meets that a handful of HSA swimmers have qualified for (National Championship type meets). For our Intro to HSA group, we recommend the Internal Mini-Meets. For White and JD1, we also recommend the Internal Mini-Meets in addition to several of the local invitational meets. For Red 1, Red 2, JD 2, SD, Blue,

Junior, and Senior, we recommend Local and Regional Invitationals, with a focus on the highest championship meets they have qualified for. As swimmers progress in both their commitment and ability, they will progress into the next level of meets. The regional invitational meets are often open to all swim groups, and typically require overnight stay in a hotel. As swimmers move through the progression, they will start to qualify for meets in the next two levels. Each of these meets typically require a swimmer to swim faster than a “time standard” in each event in order to participate in the meet. Initially, these meets are held in our regional area, but as swimmers progress to the highest level of the sport these meets are held nationally.

At the local invitational, regional invitational, and regional championship meets, swimmers are typically separated into five distinct age groups for competition. These are: 8 and under, 9-10, 11-12, 13-14, and 15 and over. There are many meets that will combine the lowest two age groups into 10 and under, and many that will combine the upper two age groups into 13 & over. At the National Championship level, meets are typically swum as an Open age group, which does not separate swimmers by age.

Typically, any meet longer than one day will offer each stroke in varying distances. Each meet will also typically offer an Individual Medley (“IM”), which consist of each of the four competitive strokes. Some meets offer relays, while others do not. HSA enters relays in most home meets and championship meets.

As swimmers start to become interested in achieving time standards, it is important to understand what time standards are. They are simply meet management tools. At each level, they are intended to create a meet that is a certain size by limiting the amount of swimmers that would be eligible to compete. This concept extends from the U.S. Olympic Trials down to our local LSC Championship meets. Most pertinent time standards are listed on our website.

Swim meets are swum in one of three courses: short course yards, short course meters, and long course meters. Of the three, short course meters are the most rare. The short course yard season is typically from the middle of August until March, while the long course season is typically from March to the beginning of August. While the competition schedule separates into two season, HSA treats these as part of one yearly (August-July) season.

# Glossary of Swim Meets

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This is not a complete list of the meets that HSA will attend, but is a general review of the championship meets that HSA attends.

## National Championships

This is swum long course and is for the Nation's top swimmers of all ages. It is held in summer only and often used as the selection meet for Team USA's international meets. Selection is very much the same as for the Olympics and this meet is only for US citizens.

## US Open

This is swum long course and is "open" because any country or swimmer qualified may compete. The cuts for this meet are slightly slower than those for National Championships. There are "bonus" event times for 18 and under swimmers who qualify in other events. It is only held in the summer when there is a Selection meet earlier in the summer (EX. National Championships in the Summer of 2009 was in late June and the US Open was held in early August).

## Long Course Juniors

This is swum long course in the late summer and is open only to 18-under swimmers. It is considered the 18- under National Championships each year. There are "bonus times" in this meet.

## Short Course Nationals

This is swum short course and is open to all swimmers with cuts. It is typically held in December. It is considered the winter season National Championship meet.

## Short Course Junior Nationals

This is swum short course and is open to all 18 & under swimmers who have achieved the qualifying times. It is typically held the second weekend of December.

## NCSA Junior Nationals

This meet is held by the National Coaches Swimming Association and was developed after USA swimming discontinued the regional Junior National Meet in 2000. It is open only to 18 and under athletes across the country. There are "bonus times" in this meet. This meet is held in the middle of March, and is typically in Orlando, FL.

## Southeastern Championships

This meet is held twice per year: once in February (short course) and once in July (long course). This meet is our LSC championship meet, and involves swimmers from Tennessee, Alabama, and the panhandle of Florida. It is often the first major regional championship meet that swimmers attend.

## Mid-March prelim/final

This meet is typically held in Auburn, AL, and we use it as our short course Championship meet for all swimmers not attending Southeasterns.

## **General Meet Information and Rules**

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- Swimmers, coaches, parents, and guests are expected to display good sportsmanship at all times.
- Support and encouragement for HSA swimmers is appreciated! Please cheer on all of the HSA swimmers.
- HSA's meet schedule is posted on the team's web site ([www.swimhsa.org](http://www.swimhsa.org)) as soon as the coaching staff sets it. Meets sponsored by HSA ("home meets") are competed at the Huntsville Aquatics Center. Meets sponsored by other clubs ("away meets" or "team travel meets") are competed at the sponsoring club's pool of choice. Each swimmer is responsible for getting to the meets, and for securing lodging for travel meets. Travel information such as directions and team hotels is provided on HSA's web site.
- Generally, USA Swimming sanctioned meets are quite different from summer meets. Individual swimmers can swim 4 individual events each day. In addition, most meets do not give team awards, even though we participate as a team. Therefore, individual points are scored, but team points are not.
- In meets that are run in two sessions, swimmers who are 12 and under USUALLY BUT NOT ALWAYS swim in the morning and swimmers who are 13 and older swim in the afternoon. Check the order of events on the meet invitation (which is always posted on the web site) to find the session in which you are swimming.
- For home meets, HSA parents are REQUIRED to volunteer to work one session for every day the family has a swimmer entered in the meet. If you are unable to volunteer, a buy-out of your commitment for \$80 per session is available. It is each family's responsibility to SIGN UP to volunteer or BUY-OUT prior to the meet. No experience? No problem! There are many jobs, and we will happily train you!

Please sign-up for all jobs through clicking the Job Sign-up button under the specific Event on the HSA website. Remember – when everyone does his/her part, our meets run smoothly, our swim club is successful, we are able to keep monthly dues at a low price, and this benefits ALL of the swimmers.

- Flash photography is NOT allowed during the meet. Events are started with a horn and a strobe. A flash from a camera can cause swimmers to false start. Non-flash photography is allowed at any time.
- According to USA Swimming rules, parents and guests ARE NOT allowed on the pool deck during the meet for insurance purposes. HSA can be sanctioned for allowing parents on the deck. In addition, people crowded around the pool make it harder for the coaches to watch their swimmers, officials to officiate the meet, and swimmers to get to the blocks for their events. Yes, you will see parents ignoring this rule, but for the sake of a safe, fun, well- run meet, please don't be one of them. For most pools, it is obvious where the off-limits spaces are.

In general, parents should stay away from the starting block area, away from the turn end of the pool, away from the meet officials, and at least three feet away from the side of the pool. The kids need space, and the stroke and turn judges need to be able to see.

- Parents and swimmers, if you have a question about a time, placement, or disqualification, DO NOT approach a meet official with the question; talk to your coach. Only the coach can inquire, ask for clarification, or protest a time or referee's decision.

## What to Bring To a Meet

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- Swim suit, goggles, and HSA swim cap. If you wear a swim cap, it must be an HSA cap. If you do not have an HSA cap, you may get one at the meet from your coach. You will be billed \$5 for the cap.
- Towels, at least two per swimmer. Three is better. Keep one dry until the end of the day's events.
- Clothes to put on over swim suit between events. Swimmers can easily become chilled. Good choices (depending on the season) include warm-up suits, sweat shirts, shorts, T-shirts, and jackets.

NOTE: Parents, although swimmers can get chilled, you will probably get hot. It is typically warm and humid in the pool area no matter where the meet is or what season it is. If it is cool or cold outside, dress in layers.

- Food. Swimmers will be at the meet for several hours. They will expend a lot of energy. There is no magic list as to what to eat. Carbohydrates for energy are suggested for fast swimming; heavy, fatty, or rich foods are not. Examples of good snacks are pretzels, crackers, dry cereal, fruit, granola bars, trail mix, and sports drinks like Gatorade. Snacks must fit inside of a swim bag. Hard sided coolers ARE NOT allowed in the Huntsville Aquatics Center. There is always a concession stand at each meet where you may buy food and beverages.
- Water. Swimmers need to stay hydrated. Although it is hard to tell that they are sweating, they are losing water. Bring a water bottle filled with water, and drink water throughout the meet.
- As much as possible HSA asks that all swimmers stay off of cell phones as much as possible during the meet. Investment in teammates swims is crucial for overall team success, and we ask that swimmers spend the majority of their time at the meet cheering for teammates.
- Sharpie marker to write event and heat numbers on the swimmers' arms. This is in particularly recommended for younger, less experienced swimmers.
- Money. You may wish to buy something from the concession stand. Meet apparel is also available for sale. Vendors selling swim supplies are usually at the meet. First Place Athletics will be at HSA meets. Heat sheets are available for meets typically online prior to the meet.

# Entry Process

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1. Go to our website ([www.swimhsa.org](http://www.swimhsa.org))
2. Sign in with your account info
3. Go to “Team Events” (scroll down the home page)
4. To get info about meets (i.e. warm-up times, which events are which days, parent workers needed, relay info, location, etc) click on the meet title itself.
5. To sign up for meets:

click on “Edit Commitment”

-click on the swimmer you would like to commit

-Under the Declaration button, select your choice of commitment for the meet.”

-click “save changes”

PLEASE include in the “note box” if you cannot attend all days provided—do not worry about signing up for the correct sessions!

6. How to take your swimmer out of a meet:

-If you want to take your swimmer out of the meet BEFORE the online deadline has expired—just go back to “events”, click on “Edit Commitment”, select swimmer, click arrow again under declaration and select “no...”, save changes.

-Once we have sent the meet entries to the host team (this usually takes place about 2 weeks before the meet itself); you will be charged for those events.

7. How to look up your swimmer’s events

-Once the coaches have assigned events and approved them—then you can look up your swimmers events.

8. In order to help to make sure that your swimmers’ entries are correct—PLEASE review their entries once they are available on-line!!!

Our weekly email blast that you will receive via email, also includes Meet information with direct links to more information on our website.

## Team Travel & Chaperone Guidelines

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Often, HSA will attend meets in a “team travel” situation. This means that the group travels to a meet with swimmer, coaches, and chaperones. These trips do not preclude parents from attending the meet, however swimmers attending the meet must travel and lodge with the team. These trips are usually used for regional invitation and national championship level meets.

Team trips offer swimmers and parents the fun and excitement of visiting unique places. Swimmers are also rewarded with higher levels of competition. For team trips to succeed, everyone involved must respect the rules of good behavior set forth by coaches, parents, and the host team.

Parents should take the responsibility to explain restaurant tipping, send sufficient money for food, and inform your child about the authority of chaperones / coaches to discipline as necessary. Parents should be prepared to share in the responsibility of chaperoning.

Parents will be responsible for all expenses incurred except what is covered in the published cost of the trip.

Payment for long distance calls, damages done by the child, etc. will be the responsibility of the parents. If any type of vandalism occurs the swimmer will be dismissed from the activity and may be sent home at the parents’ expense.

Be considerate when canceling a bus reservation as late cancellations increase the overall cost to others. Swimmers who cancel too late may incur a cost, as travel arrangements are made by the team and are based off of expected numbers of swimmers, and are billed as such. Efforts to notify coaches when a swimmer will be canceling a team trip need to be made ASAP.

For certain National level meets the team will cover the cost of airfare. Once the tickets have been purchased they are considered property of the swimmer; thus any fees incurred after the ticket has been purchased, such as change/cancellation fees or excessive baggage fees will be the swimmers responsibility. If the swimmer is unable to go they will be charged the cost of the ticket. Special circumstances may apply.

Swimmers of legal driving age may only drive to and from team trip competitions with the approval of the head coach. A note of permission from the parent must accompany the request. Other swimmers will not be permitted to travel with a swimmer / driver unless permission is specifically given. Chaperones must be notified of any changes.

The team accepts no responsibility for any swimmer traveling by any other means to a meet.

## **HSA Guidelines and Procedures for Coaches and Chaperones**

As with all HSA activities, the goal of parents, coaches, and volunteers is to make the activity as positive of an experience for the athletes involved as possible. With this in mind, the HSA coaching staff and board of directors has put these guidelines in place for the interaction between all athletes and adult supervisors during team functions

1. All adult supervisors should abide by the code of conduct set forth for the trip and the team.
2. All adult supervisors should work to create an environment in which each athlete is maintaining the code of conduct.
3. Appropriate steps should be taken to ensure the proper interaction between adult supervisors and athletes, which shall include:
  - a. More than one volunteer/ coach/ parent chaperone must attend each trip.
  - b. Adult supervisors will interact with athletes with more than one adult present at all times.
  - c. If privacy is needed, conversations shall take place in observable and interruptible conditions.
4. Accommodations provided for by the team will not include athletes staying in the same room with adult supervisors, unless they are the adult supervisor's children.

**In addition to the HSA Coach and Chaperone policy, we will strive to meet the following team travel guidelines and policies set forth by USA Swimming and the Center for Safe Sport in the Minor Athlete Abuse Prevention Policy:**

### **Team Travel Policy:**

**Purpose:** Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club.

### **Section 1 - USA Swimming Required Policies**

Club policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)
- e. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.
- f. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete.
- g. 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.
- h. 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.
- i. 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.

## **Section 2 - Recommended Policies**

- a. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms.
- d. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.

- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- k. The directions & decisions of coaches/chaperones are final.
- l. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

### **Section 3 - Other Policies to Consider**

The following, organized by topic, is a bullet-point list of additional travel policies to consider. HSA will use all of these whenever appropriate.

#### *Safety*

- a. Additional guidelines to be established as needed by the coaches;
- b. Supervised team room provided for relaxation and recreation;
- c. Respect the privacy of each other;
- d. Only use hotel rooms with interior entrances; and
- e. Must wear seat belts and remain seated in vehicles;

#### *Behavior*

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Develop cell phone usage guidelines;
- d. Develop computer use guidelines including social media;
- e. Respect travel vehicles;
- f. Establish travel dress code;
- g. Use appropriate behavior in public facilities;
- h. Establish two different curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. Needs and wellbeing of the team come first.

#### *Financial*

- a. No room service without permission;
- b. Swimmers responsible for all incidental charges;
- c. Swimmers responsible for any damages or thievery at hotel;

- d. Must participate in contracted group meals; and
- e. Communicate travel reimbursement information and policies.

## Swim Meet Procedures and Behavior

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### SWIM MEET PROCEDURES & BEHAVIOR

- HSA will always warm up as a team at all meets. This warm-up will normally take place one hour before the start of the swim session. Specific warm-up times will be communicated through email typically at least one day before the meet starts. Swimmers must be ready to enter the water at the start of warm-ups. This is the only way we can be assured of having the necessary space for a proper warm-up. Those reporting more than ten (10) minutes late for warm-up must prepare on their own.
- HSA swimmers are expected to wear the HSA team suit and cap in competition. It is further suggested that the swimmers wear team warm-ups, T-shirts, etc., while at a swim meet. A list of t-shirt colors for each day is typically provided in the same email as the warm-up announcement.
- Each swimmer is responsible for checking himself/herself in at the Clerk of Course within the time period allowed. This is normally done before the team warms up. Swimmers must not scratch any events without first consulting their coach.
- HSA traditionally has a "team area" at all meets. All swimmers are encouraged to sit together as a group; this promotes team unity and spirit.
- Swimmers are expected to be aware of their event numbers and to report to the Clerk of Course (or directly behind the blocks when appropriate) promptly when their event number is called. Discussions with the coaching staff regarding races should be done before this time.
- Swimmers should report to their coach directly following each event to review the race.
- The coaching staff will determine all relay teams. Sometimes we try to arrange the fastest relay possible. At other times, we are looking at scoring team points, and we may just be interested in maximum participation.

Whatever the intent, relay selection and composition is a function of the coaching staff. Please check with the coaching staff prior to leaving a meet for any relay obligations.

- Know, and adhere to, proper behavior in all public places. Remember that your actions and words reflect not only on HSA, but your family, community, and most importantly, yourself.
- All swimmers are expected to be courteous at all times to meet officials, workers, and opponents.
- If swimmers or parents have any questions concerning meet results or an officiating call, these inquiries should be directed to the HSA coaching staff. The coaches will pursue the matter through the proper channels. It is best that parents and swimmers not get involved in these matters.
- Keep our team area neat and clean by using the trash receptacles provided. A team area full of debris is a bad reflection on our team and members.
- Team spirit is an important part of swim meets. All swimmers are encouraged to participate in cheering for the team and one another. Swimmers are discouraged from using cell phones and electronic devices instead of cheering for teammates. Be invested in each other's swims.
- Swimmers will be expected to rest and conserve energy between events and sessions and to remain in the team area while at the pool.

# ***PARENTS ROLE IN HSA***

## **Parent Responsibilities**

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Support the team and coaches, not only by what you do but also by what you say. The swimmers pick up very quickly on statements that are negative and many of the younger swimmers stop working if their parents are not happy. If you do not understand what is going on, contact a head coach or board member as soon as possible and resolve the situation away from the swimmers. The longer the problem continues, the worse it becomes.

Do not try to coach your swimmers. The best advice a parent can give is to tell their child to do their best and do what the coaches say. We will be trying new methods constantly. Some may work and others may not, but innovation and change is good. Make your kids see their coach after each race. Post-event analysis is most effective within 60 seconds of their completing their event.

Parents are not permitted on the pool deck during any swim team practice or swim meets, but are encouraged to observe from the stands. If you should need to contact your child during practice or at a meet, please go through the coach.

### **Be a Role Model for Your Child!**

Children learn behavior from many different people, including coaches, teachers and peers, but the people they learn the most from are their parents! You'll have many opportunities as your child participates in sports to model good behavior and attitude. For example, if you tell your child that he must respect others, your message will be lost unless you also model respect for others. Don't forget, nonverbal messages, like a look of disgust or disappointment, often speak louder than words. Here are some other tips to keep in mind as you sit at swim meets:

**Model good sportsmanship.** Being a „good sport” is much easier said than done. You can model good sportsmanship by encouraging and supporting all swimmers, controlling your emotions when upset or frustrated, and abiding by coaches" and officials" decisions even if you disagree.

**Model team spirit and loyalty.** Cheer for your team and have only positive things to say about the team and coach.

**Let go of your own ego.** Put your child's development and desires ahead of your own. Examine your motives for your child's participation.

**Have fun.** If you are enjoying the swimming experience, it is more likely that your child will do the same. If you complain and don't enjoy yourself, your child will pattern that behavior also.

**Volunteer!** Your role as a volunteer is crucial to our sport. You can be actively involved in your child's activity, meet new people, have fun, and be instrumental in strengthening swimming in the U.S. Ask the coach or the volunteer coordinator for your team what you can do to help.

# Parent Code of Conduct

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As a parent of a swimmer and member of Huntsville Swim Association, I will abide by the following guidelines:

- I. Practice *teamwork* with all parents, swimmers and coaches by supporting the values of
- II. *Discipline, Loyalty, Commitment and Hard Work.*
- III. As a parent, I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
- IV. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.
- V. Maintain self-control at all times. Know my role.

**Swimmers – Swim**  
**Coaches – Coach**  
**Officials – Officiate**  
**Parents – Parent**

- VI. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
- VII. Enjoy involvement with Huntsville Swim Association by supporting the swimmers, coaches and other parents with positive communication and actions.
- VIII. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff. Parents address officials via the coaching staff only.
- IX. Make sure that both a coach is present, and a practice is scheduled before leaving athletes at the pool.
- X. **Sanctions.** Should I conduct myself in such a way that brings discredit or discord to Huntsville Swim Association, or USA Swimming, I voluntarily subject myself to disciplinary action. HSA maintains the right to terminate any membership with/without cause in the interest of our vision, mission and objectives.

**Inappropriate behavior by a parent member will not be tolerated.**

The HSA Parent Board will review all incidents involving parent/member violations of the HSA Code of Conduct. Violations of the HSA Code of Conduct by a Parent may be subject to the families' dismissal from the team with no refund given. Parent Board decision will be final.

## **HSA Board of Directors**

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A seven member Board of Directors, made up of active members of the association, governs HSA. The Board positions include President, Vice-President, Treasurer, Secretary, and three members at large. The Head Coach also serves in a non-voting role on the board. The Board directs the dry-side of the sport, and has its role defined more thoroughly in the HSA By-Laws, which are at the end of this document.

## **USA Swimming Registration/ Membership**

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USA Swimming is divided into regions called Zones, with HSA being part of the Southern Zone. These regions are further divided into Local Swim Committees, or LSC's. HSA is in the Southeastern LSC, which includes the states of Tennessee and Alabama, as well as the panhandle of Florida. Each club that competes within USA Swimming is a Club member. Within that club member are registered individuals. These individuals are divided into two categories, athlete and non-athlete. Athlete members are eligible to compete in competition. A year-round athlete membership is purchased for each athlete that joins HSA.

Non-athletes comprise all non-competitive members of USA Swimming. These include coaches, officials, volunteers, and staff members of USA Swimming. Non-athlete members are asked to complete one of two levels of a background check for athlete protection. Coaches and any other volunteers that have direct contact with athletes are asked to take a level 2 background check, while other non-athlete members are asked to take a level 1 background check. Family memberships are also offered to families that have 2 or more non-athlete members, and are a reduction in cost from individual non-athlete memberships.

## Financial Obligations & Fundraising

Huntsville Swim Association bills on a monthly cycle. Upon registration, participants commit to paying program fees until 30 days notice is given to end membership. You are obligated for these fees until you cancel participation. Dues and Fundraising obligations are subject to change.

<b>Group</b>	<b>Monthly Fees*</b>	<b>USAS Reg. Fee</b>	<b>HSA Reg. Fee</b>	<b>Fundraising**</b>	<b>Typical Meet Fees***</b>
<i>Intro to HSA</i>	\$31 + \$20 Water Fee= <b>\$51.00*</b>	\$20.00	\$60	-----	\$30.00
<i>White</i>	\$58+\$20 Water Fee= <b>\$78.00</b>	\$74.00	\$60	-----	\$30-\$50
<i>Red I</i>	\$75+\$20 Water Fee= <b>\$95.00</b>	\$74.00	\$60	\$150 or \$200	\$30-\$50
<i>Red II</i>	\$8 + \$20 Water Fee= \$100.00	\$74.00	\$60	\$150 or @200	\$30-\$60
<i>Blue</i>	\$85+\$20 Water Fee= <b>\$105.00</b>	\$74.00	\$60	\$150 or \$200	\$30-\$60
<i>Junior Dev. 1</i>	\$60+\$20 Water Fee= \$80.00	\$74.00	\$60	\$150 or \$200	\$30-\$60
<i>Junior Dev. 2</i>	\$79+\$20 Water Fee= \$99	\$74.00	\$60	\$150 or \$200	\$30-\$60
<i>Senior Dev.</i>	\$79+\$20 Water Fee= <b>\$99.00</b>	\$74.00	\$60	\$150 or \$200	\$30-\$50
<i>Junior</i>	\$99+\$20 Water Fee= <b>\$119.00</b>	\$74.00	\$60	\$150 or \$200	\$30-\$60
<i>Senior</i>	\$120+\$20 Water Fee= <b>\$140.00</b>	\$74.00	\$60	\$150 or \$200	\$30-\$80
<i>Masters</i>	\$38+\$20 Water Fee= <b>\$58.00</b>	Join US Masters\$50.00	\$25.	-----	n/a

\* HSA also offers a Friday only Intro class that is 3 x 45 minute classes per month at a rate of \$40.00 per month.

\*\* 1<sup>st</sup> Swimmer is at full price, 2<sup>nd</sup> Swimmer is 10% off Monthly Fee (without water fee), 3<sup>rd</sup> swimmer is 20% off Monthly Fee (without water fee), 4<sup>th</sup> and more swimmers pay no monthly fees. USA Swimming Registration Fee and the HSA Registration Fee are both payable for every swimmer and are not pro-rated.

\*\*\* The Fundraising fee is per family and not per swimmer. Intro to HSA, White, and Junior Development 1 Groups are excluded from Fundraising, except if they are the 2<sup>nd</sup> swimmer in a family with a higher-level swimmer. Swimmers with one swimmer have a \$150.00 fundraising obligation. Families with more than one swimmer have a \$200.00 fundraising obligation. Families with excess fundraising amounts will have 75% of the excess credited to their dues.

\*\*\*\* Typical meet fee is only an approximation, and changes from meet to meet. Event fees and surcharges are at the host teams discretion. All meet fees are posted in the meet information for each meet.

**Monthly Dues** are drafted on the 1st of each month (*with the exception of August, which is a ½ month pro-rated fee and will be charged along with the September fee on September 1<sup>st</sup>*) via HSA's secure Team Unify Online program. Each monthly draft also

will include any meet fees and other charges from the previous month.

**Registration Fees** are due upon joining HSA and in return your swimmer will receive a USAS swimming registration, 2 t-shirts, 1 HSA team cap, and Splash Magazine subscription.

### **Dues (additional)**

(a) In consideration of the participation of the swimmer in HSA'S competitive swim program, the Parent agrees to pay the dues for the Swimmer practice level that are set forth on the attached Dues Schedule. Payments will be paid monthly through our HSA website company, Team Unify, after the initial registration fee and first months dues.

(b) Families who join HSA in mid season will be required to follow normal registration procedures.

(c) If the swimmer is transferred to another training group by the coaching staff, the new group rate will take place starting the next month.

**(d) Upon registration, participants commit to monthly dues & fees, regardless of the extent of participation during the time of payment.** Participants are assumed to be continuing on for the next month unless the Head Age Group Coach is notified in writing (30 days notice) of the swimmer withdrawal and notification to cancellation of membership.

**(e) All accounts must use a valid credit card, debit card, or ACH transfer in order to pay all dues, fees, etc.**

(f) Fees for meet entries and surcharges will be billed on the invoice following the meet. Swimmers must be in good financial standing in order to be able to participate in meets.

(g) A family will not be able to register a child to swim with the Huntsville Swim Association for the upcoming season until all financial obligations for the previous season have been met (Session fees, Registration, Fundraising).

### **HSA FUNDRAISING OBLIGATION**

HSA requires a fundraising amount to offset dues. Please remember that the fundraising amount is per family/account and not per swimmer.

The fundraising requirements are as follows:

a) Accounts with Masters only swimmers, a single Intro to White swimmer, or a single White Group swimmer do not have a fundraising requirement (see "c" below for exception)

OR

b) \$150.00 for accounts with one swimmer in Red I group and above (pro-rated to \$75.00 for swimmers registering after December 31, 2019)

OR

c) \$200.00 for accounts with two or more swimmers, REGARDLESS OF LEVEL OF SWIMMERS (pro-rated to \$100.00 for swimmers registering after December 31, 2019)

The fundraising requirement may be fulfilled through Scrip, Kroger Rewards, Mum Sales, Swim-A-Thon, Honey Baked Ham Sales, Advertising for Heat Sheets, Friends of HSA, Sponsorships, and various fundraisers as approved by the Board of Directors. Please see more information on these fundraisers on the FUNDRAISING TAB on the HSA website.

If you should exceed your account's fundraising obligation, 75% of the excess amount will be credited back to your account. HSA will only issue a fees credit for Fundraising excesses. No checks will be issued to families for families excess Fundraising.

The fundraising requirement WILL NOT be prorated if a swimmer does not complete the entire 2019-2020 season. If a swimmer gives 30 day written notice of withdrawal from the program, the account will have the OPTION of paying the remaining balance of the fundraising requirement on the next billing cycle after notification OR paying on June 1, 2020

Any account that has not met the fundraising requirement will be billed the balance of the requirement on June 1, 2020.

If the credit card on the account is not able to be charged on June 1, 2019, the swimmer(s) will not be able to register for the 2019-2020 season until ALL fees are paid in full.

## Hosting Meets

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HSA traditionally hosts several swim meets over the course of a year. These swim meets and the funds raised through hosting swim meets allow us to meet our budget for the year. Without the help of selfless volunteers, HSA could not function as well as it does, and monthly fees would be significantly higher. Therefore one of the most important jobs for you as a parent is making sure that HSA's home meets run smoothly.

In the past HSA has gained and maintained the reputation of hosting a well-run swim meet, and as such typically fill out our swim meets with the maximum number of swimmers allowed. In order to keep this reputation it is important that you as parents take your responsibility as volunteers very seriously. On the next page is a list of the jobs required to properly run a meet and job descriptions for each. These are not necessarily all of the jobs required, but the most crucial. Each year a volunteer coordinator is named and will be responsible for insuring that the proper numbers of volunteers are staffed for each home meet.

Again, without these meets, HSA would not be able to run as it does, and without you volunteering, we would not be able to host meets. These meets allow us to run HSA the way it should be run and allow us to give the best possible product to you and your family.

## How to Sign up to Volunteer

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1. Sign in to your account.
2. Click on Name of Meet if highlighted on Main Screen OR click on Events/Meets Tab at top of page.
3. Click on Job Signup.
4. Where there is an opening, click the box in front of the desired job. Pay attention to the description of the job, and the date and time (session). A parent may or may not work the same session that swimmer(s) are in.
5. Click Signup button at top or bottom of page. Your name should appear in the line next to the job.
6. A Reminder email will be sent close to the date of the meet.

## Swim Meet Personnel/Job Descriptions

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The job list below is a brief description of positions available for HSA's home meets. All parents are needed, as these meets are our main source of fundraising. Please remember that families are required to volunteer at HSA hosted meets. Generally, families are asked to volunteer one session for a two-day meet OR two sessions for a three-day meet. We also will occasionally ask for parents to volunteer to work meets they don't have children swimming in. This typically occurs when we are

hosting a large regional or national level meet. An email will be sent out requesting additional help if necessary. Please remember that anyone can train in a position at most home meets.

**Announcer:** The Announcer is an important part in meet management and control. Through close coordination with the Referee and the Meet Director, the Announcer controls the tempo of the meet. The announcer keeps all meet participants and spectators informed and swimmers instructed helping them arrive in a timely manner to their events and with best chances for success. The Announcer is constantly alert and able to adapt to meet conditions. The Announcer maintains spectators and competitors interest throughout the meet through timely announcements, information and enthusiastic descriptions of races.

**Awards/Check-in:** Oversee check-in of teams and unattached swimmers as well as checking in officials and volunteers. Prepare all team bags and team awards.

**Clerk of Course:** The Clerk of Course position is responsible for the Drop and Adds, Time Trials, Relay Card Enter, Positive Check in for finals and deck seeded events. The majority of the Clerk of Course duties do not require an Administrative Official (AO) Certification. If multiple personnel are working Clerk of Course non-certified volunteers can work as long as the AO performs the AO specified tasks below.

**Deck Marshal:** Deck Marshalls are responsible for the safety of swimmers by ensuring that access to swimmers is limited to the Meet Volunteers, Coaches and Officials that have been given wet area access.

**Computer Operator:** The volunteer in charge of Computer Table operations is responsible for the maintenance of all required hardware, pre-meet activities related to computers, printers and network setup and check out, meet support for computers, printers and networks and post meet activities to include meet file transfer to the HSA Cloud and breakdown and pack up of all computers, printers and network hardware.

**Concessions:** Responsible for all concessions operations including food purchase, directing volunteers, setting up electronic payment system, coordinating with vendors, and reconciling cash and electronic payments.

**Head Timer:** This position is usually held by someone who has experience as a timer. This person runs two stopwatches for each race in case a timer's watch fails on a race. If this occurs, the head timer will give one of his/her extra watches to the timer in order to have the necessary number of times for each race and swimmer.

**Hospitality:** The volunteer(s) in charge of hospitality will work with the HSA Meet Directors and Huntsville Sports Commission (HSC) (HSC only for SE Championship meets and above) to provide meals, snacks, and beverages for coaches, officials, vendors, staff, volunteers, and athletes. A critical component of this positions is to

maintain a positive working relationship with the HSC because they provide significant resources for the larger meets.

**Meet Director:** The Meet director is responsible for the planning and facilitating all meets; coordinating with the leads of all volunteer groups; set up and break down of meets; reimbursement of expenditures; collections and payments; and financial reporting.

**Parking Coordinator:** Conduct pre-meet parking planning, communications, and logistics. Coordinate with parking contractors, city officials, and HAC Director to ensure smooth flow of traffic into and out of designated parking areas. During the meet, ensure parking contractor is meeting expectations and between sessions entry and exit is conducted as planned.

**Runner/Poster:** The runner collects all the lane timer sheets from each lane after the completion of each EVENT and delivers them to the computer table. The poster will post all printed results of each race in the lobby in the designated areas.

**Stroke and Turn Judges:** USA Swimming requires these positions at all its sanctioned meets. HSA needs many parents trained in these positions in order to run meets smoothly. In order to become an official, a person must pass an online test. Once test is passed, deck training is required. Anyone interested in becoming an official can find out the necessary information on the HSA website under Officials.

**Timers:** HSA can run meets with 8, 10 or 16 lanes. We need to have more timers than lanes that are used as relief timers are needed. The timers are responsible for operating the stopwatch and backup plunger connected to the timing system. The primary time for each swimmer will be the touchpad and we use the other two as backups. Each timer is to collect the time from the stopwatch and write it on the lane timer sheet for the swimmers. There is a timer's meeting with the meet directors and an official before the start of each session.

**Timing System Operator:** In charge of obtaining people to volunteer for the timing system, ensuring they are properly trained, communicating with HAC staff on hardware items, operating timing system during meet, troubleshooting system.

**Volunteer Coordinator:** Meet with Coach Cole and Bethany to determine how many volunteer per position per meet; responsible for having all volunteer positions filled by the time the meet starts.

# Becoming an Official

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Swimming and Diving rely heavily on volunteers to work as officials in order to conduct fair and equitable competition for our athletes. HSA needs to grow with the city's capacity for competition.

In other words, ***we need your help!***

If you are considering officiating for swimming but are still not quite sure, check out the Top 10 reasons why you should:

10. You're at the meet anyway - why not?
9. Swimming is a family sport that is volunteer intensive – officiating counts for your volunteer requirement for our HSA meets.
8. Free food at meets - home and away (Free is good).
7. HSA covers USA-S member registration and training fees (Free is good).
6. Being on deck provides a shorter walk for your swimmer(s) to come to you looking for money....
5. Possible tax deductions when working away meets (Most teams are 501c3. Please consult applicable state & federal tax laws.)
4. You become more educated and informed on the sport (you DO NOT have to be a current or former swimmer).
3. You have the satisfaction of knowing you are contributing to your child's swimming efforts.
2. When you become a USA-S certified official, you are qualified to officiate for the [Rocket City Swim League](#), [Alabama High School Athletic Association](#) and [ARPA](#) meets. USA-S also has a reciprocal agreement with the [YMCA](#).
1. Best seat in the house! (The bleachers get crowded and really aren't all that comfortable).

## Certification Levels

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There are 3 levels of officiating within USA-S:

### **N1: Local Swimming Committee (LSC) Level**

The initial and most common level of official. Certified individuals are able to officiate at LSC level events within their home LSC and enjoy reciprocity when traveling to other LSCs.

#### **Becoming an N1 official:**

1. Join USA-S as a non-athlete member. There are **4** components:

[Membership Application / Fee](#) [USA Swimming Website](#)  
[Account](#) [Background Check](#) [Athlete Protection Education Course](#)

#### **OOPS! Level 1 or Level 2?**

Officials require a [Level 2 background check](#). Sometimes the Level 1 application is submitted in error. Instead of paying an additional fee to correct the application, please use the following link to 'convert' the Level 1 background check to a Level 2:

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=2038&Alias=Rainbow&Lang=en>

2. Pass an open-book Stroke and Turn qualification test through [USASwimming.org](#)

3. Attend a Stroke and Turn clinic. Clinics are commonly provided at meets. Check with a qualified HSA official for upcoming opportunities.

4. Serve as a Stroke and Turn Judge apprentice during six individual meet sessions with an experienced official (one meet typically involves five sessions over three days).

### **N2: National Level**

The first National level for a position – Recognizes that an official is experienced and has been evaluated as capable of working the position at Sectional, Zone, Grand Prix and similar higher profile meets.

### **N3: National Championship Level**

The second National level for a position – Recognizes that an official has the experience, skills and knowledge to be considered for selection to work National Championship level meets in the evaluated position.

# ***HSA TEAM POLICIES***

## **Financial Policy**

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Please see the website for the most up to date Financial Policy.

## **Accounts Receivable Policy**

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The purpose of this policy is to create a standard procedure for addressing overdue accounts and collecting past due membership fees while also attempting to minimize conflict with team families. Every attempt will be made to ensure communication is consistent and frequent and that the Association has given every reasonable opportunity to work out a payment plan. The following escalation policy has been developed in order to ensure full engagement and communication with team families that have past due accounts:

### **Monthly invoice is first notice**

**30 days (second notice)**-email communication sent out via Team Unify. *"This is a friendly reminder and your second notice to ensure that you are aware that your account is delinquent for \$. Please disregard this notice if our payment has been made. Thank you for your attention to this matter. HSA Board of Directors"*

**60 days (third notice)**- email plus certified mail correspondence. *"This is your third notice (electronically). You will also receive a notice via certified mail notifying you that your account needs to be paid in full, or please contact the Board to work out a payment plan. If not paid in full by 90 days (from the first notice), swimmers(s) will forfeit all rights and privileges associated with membership of HSA. Swimmer(s) will not be reinstated until payment is made in full or members may seek to set up a payment plan; these petitions will be handled on a case by case basis. HSA Board of Directors"*

**90 days (fourth notice)**- email plus certified mail correspondence. *"Your membership is now suspended. Swimmer/(s) is/are not allowed to practice and lose/(s) all rights and privileges associated with membership of HSA until account is paid in full. HSA Board of Directors"*

**Note:** Attempts will be made by Board of Directors to handle both the communication and policing of these occurrences to keep coaches out of this process as much as possible. However, it is unrealistic to have a Board member on

deck to intervene, so there will be circumstance that require a coach to communicate that a swimmer/(s) is/are not allowed to practice because of suspended memberships.

## **Policy for the Support of Swim Meets**

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With the exception of our professional coaches, HSA is a volunteer organization. The club`s success is directly dependent of the commitment of its members. Therefore, parents are required to donate time, services, and to help in various aspects of team operations. The amount of time each family will be required to work is dependent on the number and length of meets the club hosts, events scheduled, and team size.

Most volunteer jobs are available online. Sign up early as these sometimes go very quickly. In an effort to accommodate the needs of our volunteers, if you find that you cannot for some reason fulfill your obligations through the online signup, please contact the volunteer coordinator or a board member. There are opportunities to help at HSA sponsored events or performing a service to the club that will count. **We don't want your money, we want your time!**

Once assignments have been made, volunteers will be notified. It is then your responsibility to switch or find a replacement if you are unable to work your shift. Please report all changes to the Volunteer coordinator. Once you arrive to work a meet, all job assignments are at the discretion of the volunteer coordinator. Please be courteous if you are asked to switch jobs. Volunteers represent HSA and need to be appropriately dressed at all times.

Volunteering at away meets is required at times, but as of now, it cannot be used as a required session for the HSA volunteer requirement.

It is important to remember at all times that these events are run and managed by parents. As you will see, these events are very large and quite busy. Changes and adjustments made to volunteer assignments before and even during the meet are inevitable.

By registering my child with Huntsville Swim Association, I agree to volunteer one "session" per day at HSA hosted meets. This session will vary in time depending on the format of the meet and the amount of parent volunteers available. The HSA Meet Committee also reserves the right to either increase or reduce the amount of volunteer sessions required for each meet based upon need. **Those not working the required amount of sessions will be charged \$80.00 per session not worked.**

**I agree to notify the volunteer coordinator should I have to cancel my volunteer commitment due to unforeseen circumstances.**

Meets are our biggest fundraiser as a team and everyone's help is needed to host a successful meet. Please visit the Parents/ Meet Jobs tab at [swimhsa.org](http://swimhsa.org) to find a description of available meet jobs.

**Generally although not an absolute, HSA asks each parent to volunteer one session for a two-day meet and two sessions for a three-day meet. A family that participates in all home meets from August through July should accumulate at least 20 hours of volunteers hours (one session = 4 hours). If volunteering at a meet is impossible, there are other opportunities to obtain volunteer hours. Please contact the volunteer coordinator or a member of the Board for more information about these opportunities.**

# Athlete Code of Conduct

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The purpose of this conduct policy is to insure that every swimmer is provided an environment, which allows him or her the opportunity to reach his or her individual goals. Therefore, underlying this policy are the following assumptions:

- 1). A swimmer conduct should provide a healthy physical and emotional environment for themselves and others.
- 2). A swimmer conduct should support every other swimmer ability to learn.
- 3). A swimmer conduct should support the coach's ability to teach other swimmers.
- 4). Each swimmer should be committed to striving for their goals and for the good of the team.

## **Conduct Expected of All Swimmers**

Swimmers are encouraged to learn because they choose to do what is in their best interest, not to avoid punishment for "breaking rules." However, it is in everyone's best interest for basic rules to be clear and unambiguous.

1. HSA swimmers are expected to remember that they are representing HSA at all times. Swimmers, coaches, and parents should represent the HSA name with excellence, team spirit, good sportsmanship, and politeness. This conduct extends to all facets of a swimmer life, including their activity in digital media.
2. HSA swimmers are expected at all times to follow the appropriate directions of any member of the coaching staff, Natatorium Staff, and any person who is a chaperone. Disrespect or failure to obey appropriate instructions will not be tolerated from any athlete.
3. Specifics
  - a. HSA swimmers are expected to use appropriate language. Use of profane or abusive language or obscene gestures will not be tolerated.
  - b. There shall be no drinking of alcohol, use of tobacco products, illegal drugs, or any substance banned by FINA or the IOC.
  - c. HSA swimmers are expected to respect each other. Fighting, intentional touching, or striking another athlete will subject the swimmer to the most severe discipline.
  - d. HSA swimmers are expected to respect and care for the property of others. Vandalism, intentional damage to property, or theft of property will not be tolerated.
  - e. Swimmers may leave team activities early only with the permission of a member of the coaching staff.
  - f. Changing of clothes (either into or out of swimsuits), other than in a designated dressing area or bathroom, is strictly prohibited. No swimmer shall change clothes while on the pool deck or in other public areas.
  - g. Any kind of physical or emotional abuse is strictly prohibited.
4. Other Expectations

- a. Follow all of the coach's, natatorium staff, or chaperone's appropriate orders completely and exactly. If any clarification is needed, inquire politely.
  - b. HSA swimmers are expected to support their teammates in a positive way through their words and actions at all times.
5. Discipline  
 Failure to follow the above rules may result in disciplinary measures, including:
- a. Suspension from events or practices.
  - b. Removal from any trip. In this case parents will be required to pick their child up immediately.
  - c. Suspension from the team.
  - d. Expulsion from the team.

The coaching staff reserves the right to use these examples of discipline in order to protect the team as a whole. The uses of discipline will be administered based on the severity of any offense. Any suspension or expulsion from the team may be appealed to the board of directors in writing.

Swimmers are expected to follow the spirit of the rules as well as the specific rules. The coach must adapt the philosophy to an infinite number of situations. Swimmers are asked to respect the coach's directions and give their full cooperation. Cooperation with teammates and staff will produce a productive environment for all. The spirit of the above rules is to provide a safe and effective training and competition situation.

I have read, understand, and pledge to uphold the HSA Code of Conduct.

**Swimmer**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Parent**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Coach Code of Conduct

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The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- At all times, adhere to USA Swimming's rules and code of conduct.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's board of directors.

# Social Media and Electronic Communications

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## PURPOSE

HSA recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

- 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 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**  
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" the club 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.

# ONE-ON-ONE INTERACTIONS

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## I. **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.

## 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**

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 HealthCare Provider, with a copy provided to the club.

## IV. **Individual Training Sessions**

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.

# TRAVEL

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V. **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. Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

VI. **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 the club or LSC must be USA Swimming members in good standing.
- b. Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete.

# LOCKER ROOMS AND CHANGING AREAS

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- VII. **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).
- VIII. **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.
- IX. **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.
- X. **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.
- XI. **Monitoring**  
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:
- 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.

XII. **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**

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XIII. **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.).

XIV. **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.

XV. **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.

# Bullying Policy

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## PURPOSE

Bullying of any kind is unacceptable at HSA 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 athlete/mentor.

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 it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that (HSA) takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

## WHAT IS BULLYING?

The USA Swimming Code of Conduct 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:

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or 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, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

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 appropriate club 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 ok 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:

1. **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. \

## **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.

## **SUPPORTING THE KIDS INVOLVED**

### **2. 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:
  - i. 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.
  - ii. 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.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

### **3. 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:
  - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
  - ii. 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:

- i. Write a letter apologizing to the athlete who was bullied.
- ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
- iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
  - i. 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.
  - ii. 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.

**4. 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.

# Grievance Procedure

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1. Should an active member have an issue relating to the club, **every effort should first be made to resolve the matter informally.**
2. If the active member is unable to informally resolve the matter they should first discuss the issue with the Age Group Coach. This provides another opportunity to resolve the grievance without recourse to the formal procedure.
3. If the active member is unable to informally resolve the matter with the Age Group Coach then the matter will be informally presented to the Head Coach. This provides another opportunity to resolve the grievance without recourse to the formal procedure.
4. If the active member, Age Group Coach and Head Coach are unable to informally resolve the matter they should first discuss the issue with the HSA President or another appropriate member of the Board. This provides another opportunity to resolve the grievance without recourse to the formal procedure.
5. Board Members are advised to seek the advice of the Board President. If the grievance cannot be resolved informally, the aggrieved member must inform the HSA President (or another appropriate Board Member) of the basis for the grievance in writing in a professional courteous tone.
6. Upon receipt of the grievance in writing the President or appropriate Board Member will notify the rest of the Board of the grievance.
7. At the next regularly scheduled Board meeting the aggrieved party will be invited to present their case to the Board. This will provide the opportunity for the Board to ask questions.
8. The aggrieved party will be asked to leave as to allow private deliberations amongst the Board.
9. If the aggrieved party waives the option to present their case the Board will vote based on the written information provided.
10. A majority vote of the Board will carry. The aggrieved party will be notified within 5 days of the Board's decision.
11. The Board's decision is final no appeals will be allowed.

# HSA By-Laws

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1 HUNTSVILLE SWIM ASSOCIATION

2

3 BY-LAWS

4

5 As Amended January 14, 2013

6

7 SECTION I

8 Purpose

9 The purpose of the Huntsville Swim Association (HSA or the club) shall be as  
10 stated in the Articles of Incorporation. Specifically, the club shall facilitate the  
successful

11 participation of amateur swimmers of the Huntsville area in intra-city water  
sport leagues

12 and in those events and meets falling under the auspices of Southeastern  
Swimming, Inc.

13 (SES), United States Swimming, of which this club shall be a member.

14

15 SECTION II

16 Membership

17 Active members of HSA shall consist primarily of parents or guardians living in  
18 or near the City of Huntsville whose children are participating as athletes of HSA.  
Adults

19 who do not have participating children, but who are interested in facilitating  
amateur

20 swimming competition may become Associate members. Athletes over the age of  
21

21 shall become Active members. Athletes over the age of 18 without parents who  
are

22 members may become Active members with the approval of the Board of  
Directors.

23 Only Active members may vote on club matters. Each Active member family will  
have

24 one vote. An Active member may retain his voting and other privileges during the  
swim

25 year in which appropriate dues have been paid. Persons may apply for  
membership by

26 making formal application to the Board of Directors. Upon approval by the Board  
of

27 Directors, the members will be billed for the appropriate dues and fees. Upon  
receipt of

28 appropriate dues and fees, the applicant will become a member of HSA and their children

29 will be allowed to participate in the training sessions and meets scheduled by the coach of

30 HSA.

31

32 Parents of participating children will be expected to support the club and help  
33 perform the many duties necessary in order to have an efficiently run club. The  
34 membership shall abide by the club policy as established by the Board of  
Directors. No

35 child or adult shall be refused membership due to race, color, or religion.

36

### 37 SECTION III

#### 38 Officers

39 The officers of the club shall be a President, a Vice-president, a Secretary, and a  
40 Treasurer, elected by ballot, by and from the active members of the club.

41

42 The President shall preside at meetings of the Club and meetings of the Board of  
43 Directors. He will be an exofficio member of all committees. The official Board-  
Coach

44 communication will be via the President.

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45

46 The Vice President will serve as President in the absence of the President and  
47 perform such other duties as assigned by the President.

48

49 The Secretary shall keep the minutes of each meeting and perform such other  
50 duties as assigned by the President.

51

52 The Treasurer shall keep a permanent record of all monies received and paid out  
53 and shall be prepared to supply a financial report at any meeting.

54

### 55 SECTION IV

#### 56 Directors

57 The club officers, and three members at large shall constitute the Board of  
58 Directors of the Corporation. Directors must have been active members of HSA  
for at

59 least one year. Directors shall serve for a period of two years and shall be elected  
by

60 ballot at a designated general membership meeting. Not more than two officers  
and not

61 more than two members at large shall be elected in any year. Should a Director  
resign or

62 be unable to perform the duties of their office or position, the Board of Directors  
may, by

63 resolution, designate another active member to the Board of Directors to act in  
their place  
64 for the remainder of their term.  
65  
66 The Board of Directors shall see to the day to day operations of the club, and be  
67 empowered to enter into contracts and other legal agreements which may bind  
the  
68 corporation. The Board of Directors shall also be responsible for other matters of  
club  
69 policy and management, and the expenditure of funds. The Board of Directors  
shall  
70 prepare standard operating procedures and publish these procedures for the  
benefit of the  
71 club membership. The Board shall coordinate an annual review of these  
procedures and  
72 revise them accordingly. The Board of Directors shall respond to written  
inquiries or  
73 grievances from any active member, according to published procedure. A  
majority vote  
74 of the Board shall carry.

75

## 76 SECTION V

### 77 Committees

78 The Board of Directors shall establish the following standing committees, by  
79 resolution, other such committees as may be necessary:

- 80 • Finance Committee
- 81 • Communications Committee
- 82 • Team Relations Committee
- 83 • Special Events Committee
- 84 • Meet Committee
- 85 • Officials Committee
- 86 • Nominating Committee

87 The President shall appoint the chairpersons of all Special and Standing  
88 Committees with the exception of the Nominating Committee.

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89

90 The Finance Committee shall develop the Fiscal Year budget to present to  
91 membership for approval at the designated general meeting.

92

93 The Communications Committee shall facilitate prepare, coordinate, and conduct  
94 communications, including, but not limited to, a club web site, news letters,  
brochures,

95 and public media.

96

97 The Team Relations Committee shall facilitate logistics, apparel, and club  
98 recognition activities among Club members.

99

100 The Special Events Committee shall plan and present events that foster team  
unity

101 among Club members.

102

103 The Meet Committee shall plan, organize, and direct all HSA sponsored swim  
104 meets.

105

106 The Officials Committee shall plan, organize, and direct training and  
qualification

107 opportunities for members to become certified USA Swimming Officials.

108

109 The Nominating Committee shall consist of one (1) member of the Board of  
110 Directors, selected by the board, and two (2) at large members. The two at large  
111 members will be elected, in addition to at least one alternate, from and by the  
active

112 membership at a general membership meeting. The two at large members and  
alternate

113 must have been active members of HSA for at least one year. This committee  
will solicit

114 candidates and present a slate in writing to the membership at least twenty  
(20) days prior

115 to the general membership meeting designated for the election of officers.  
Additional

116 nominations for officers and other three members of the Board of Directors  
may be made

117 from the floor at the general meeting designated for the election of officers. If  
any

118 member of the Nominating Committee becomes unable to serve prior to the  
presentation

119 of candidates, the alternate will serve the committee. In the absence of an  
alternate, a

120 replacement will be elected by the general membership.

121

122

123

124 SECTION VI

125 Meetings

126 The President shall announce and conduct not less than three general  
membership

127 meetings per year. Other meetings may be provided for by action taken at a  
regular

128 meeting or may be called by the President. The President will call a special  
membership

129 meeting if requested to do so in writing by seventeen (17) active member  
families.

130 Notice of a special meeting with the reason for same will be given to the  
membership  
131 prior to the meeting.  
132  
HSA BY-LAWS, As Amended January 14, 2013 Page 4 of 5  
133 SECTION VII  
134 Dues and Fees  
135 The Board of Directors shall present an annual budget for approval by the  
general  
136 membership. Dues may be paid in installments as determined by the Board of  
Directors.  
137 Special dues or fees may be levied on each member by a two-thirds vote of a  
quorum  
138 present at a regular or special meeting of the membership.  
139  
140 Athletes, who are represented by members, as defined in Section II, shall not be  
141 eligible to participate in any HSA Team activities unless dues and fees are paid.  
Dues  
142 delinquency shall be cause for dismissal from the HSA as determined by the  
Board of  
143 Directors.  
144  
145 In certain circumstances, scholarships may be granted at the discretion of the  
Board of  
146 Directors.  
147  
148 SECTION VIII  
149 Order of Business  
150 The Order of Business at a regular meeting of the club shall be: Accepting of the  
151 minutes of the preceding meeting; reports of standing committees; reports of  
special  
152 committees; report of Board of Directors; unfinished business; new business;  
elections  
153 when required; adjournment.  
154  
155 The order of business at any meeting may be established other than as here  
156 prescribed by a two-thirds vote.  
157  
158 Fifteen percent (15%) active member families shall constitute a quorum for a  
159 regular or special meeting of the club. A quorum shall be counted as the sum of  
the  
160 number of active members in attendance of any regular or special meeting  
added to the  
161 number active members delegating votes, added to the number of active  
members

162 electronically submitting votes. Each active member family has one vote, which may be

163 cast in person, made by delegation, or made *electronically*. An active member family

164 may delegate their voting rights to another active member who will be in attendance at

165 the regular or special meeting of the club, if so duly documented and presented to the

166 Secretary prior to the meeting being called to order. *An active member family may vote*

167 *electronically by submitting their vote on any club business to the Secretary prior to the*

168 *meeting being called to order, with the exception of a vote to elect the Secretary of the*

169 club, in which case the vote shall be submitted to the Vice President prior to the meeting

170 being called to order.

171

172 A majority of the directors shall constitute a quorum for any meeting of the Board

173 of Directors.

174

175 SECTION IX

176 Amendments

177 These Bylaws may be amended at any special or regular meeting of the corporation by

178 two-thirds of a quorum present provided that notice of the intent to do so, together with

HSA BY-LAWS, As Amended January 14, 2013 Page 5 of 5