



Team Handbook

Edited July, 2018

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Introduction

The purpose of this handbook is to explain to new accounts/families and returning accounts/families what Austin Swim Club is about and to outline various policies that affect all swimmers and their families/guardians. It should be read by all families wishing to join ASC so that they may become familiar with important facts and rules of the club.

By Submitting Registration you are agreeing to all the Policies and Procedures of the ASC Team Handbook.

ASC MISSION STATEMENT

Our mission at Austin Swim Club is to develop our athletes through positive experiences to promote an environment where athletes can reach their maximum potential. We are a competitive swim program. We are committed to small group sizes and personal attention to all athletes from our coaches. We develop our swimmers with excellent on deck coaching as well as provide them with an excellent dry land program with certified Trainers. Our goal at ASC is to make the process of learning more enjoyable and positive. We fully understand that every athlete's development is not the same and it is our goal to give experiences each athlete needs to feel valued and part of the ASC team. We intend to provide a program where athletes are all challenged to reach their maximum potential. We promote all of our ASC athletes to not only make BIG GOALS but also to reach BIG goals.

ASC VISION STATEMENT

Swimming teaches you life skills. The owners, staff and coaches at Austin Swim Club all believe that an athlete can feel valued and swim fast. We are a competitive program, however success at ASC is about having fast be an outcome of the process not have fast be the focus. We intend to continue to achieve that outcome by having an excellent swim program with energetic coaches that focus on swimming technique and fitness; also by providing our athletes with an excellent dry land training program with certified trainers, that complements their training in the pool.

AUSTIN SWIM CLUB HISTORY

Austin Swim Club (ASC) is a USA Swimming certified year round competitive swim team. Founded in September of 2013 by Kevin and Patti Thompson, we operated our team in a temporary facility from our beginning until December of 2014.

In January 2015, we moved home, to our brand new, state of the art facility, which boasts a beautiful outdoor 50 Meter Myrtha pool, similar to the US Olympic Team Trials pool, a 3,500 square foot top of the line indoor training facility, and outdoor training spaces, including a running loop. These facilities were purposed and built to train swimmers and triathletes of all ages.

Since opening we have attained USA Swimming Bronze Medal and Silver Medal Club Recognition. In year four, we ranked in the top 20 club teams in America with USA Swimming Gold Medal Club Recognition.

Why We Built our facility:

We desired for Austin Swim Club to be a place where every single day we have a passion for providing young athletes with an environment where they each feel individually valued and safe. It is our goal that every athlete who participates in our programs will look back on the experience and say they have never felt so important and so much an integral part of a team as they did at Austin Swim Club. Whether your young athlete has the desire and drive to be an Olympic Swimmer, wants to swim in college or high school, or just wants to be physically fit and improve their technique, we want them to have an awesome experience and all feel equally valued.

We believe in the value of healthy competition, competition where in the event someone wins and someone loses the race; HOWEVER everyone actually wins because of the lessons that can be learned through sport and specifically the strength of the sport of swimming. It is through effort, commitment, and discipline that young athletes will improve at swimming, and those attributes will also allow them to be more successful in life.

Welcome to Austin Swim Club,

Patti and Kevin

Austin Swim Club

ASC Coaches

Our staff are all dedicated to the personal and athletic development of all ASC athletes. We realize you will have questions regarding your swimmer's training and have provided contact information below. If you would like to speak to your child's coach, please email or call them instead of stopping them on the pool deck. Our office phone number is (512) 276-2324.

- Chris Coghill: Senior Head Coach; responsible for 15 & up swim programs - chris@austinswimclub.org
- Missy Kuck: Development Head Coach, responsible for 10 & under swim programs - missy@aasa-atx.com
- Christian Schurr: Gold 1/Senior 2 Coach - christian@austinswimclub.org
- Nate Chessey: Master's Head Coach, Junior 2/Senior Coach - nate@austinswimclub.org
- Jenn Radford: Silver 2/Senior 3 Coach - jennr@austinswimclub.org
- Matthew Byrd: Junior 1 Coach - matt@austinswimclub.org
- Hayley Krzeczowski/Strength & Conditioning Certified Trainer - hayley@aasa-atx.com
- Miles McGriff/Strength & Conditioning Certified Trainer - miles@aasa-atx.com

How to Join ASC

We would love for you to join us. Before registering for Austin Swim Club, any potential swimmer must complete a Placement Trial.

- Placement Trials for swimmers 12 & under are scheduled by contacting Coach Missy, missy@aasa-atx.com to determine a mutual time for the swimmer to be evaluated.
- Swimmers ages 13-14 contact Coach Nate, nate@austinswimclub.org.
- Ages 15 & Older contact Coach Christian, christian@austinswimclub.org.

A tryout lasts about 10 minutes and will allow your swimmer to be properly placed in our program. After your swimmer has been assigned to a training group, you will then head to www.austinswimclub.org where you will find the “Start Registration” button on the left hand side of the page. This will walk you through the steps to register and set up automatic payment. After registration is complete and your swimmer’s coach has approved him/her in our system, you will receive a confirmation email with your account and log in information.

- **Swimmers new to USA Swimming** must submit a copy of their birth certificate or passport to show proof of age.
- **All transfer swimmers**, any swimmer who has been previously registered with USA Swimming, must complete a Transfer Form.
- **All transfer swimmers out of the South Texas LSC**, must submit a copy of their birth certificate or passport to show proof of legal name and date of birth along with a Transfer Form. Fee of \$15.

Swimmers are not officially registered and placement is not secure until all paperwork has been received.

Registration Fees

\$175 Annual Team Registration Fee

- Paid for any swimmer who joins ASC September-May
- Paid for each returning swimmer to ASC every year in August

Cost includes but is not limited to - 3 ASC Registration T-shirts, 2 swim caps of choice (silicone cap or latex cap), car decal, ASC Swim Bag, miscellaneous team fees, etc. There are no discounts on the Annual Fee.

\$100 USA Swimming Registration Fee

- Paid for all returning and new athletes to Austin Swim Club annually in August of each year.
- Paid for every swimmer new to USA Swimming who joins ASC September - August unless the swimmer is already registered with USA Swimming through December, 2019.
- **\$20 transfer fee** - If the swimmer is already registered through December, 2019.

This fee includes USA Swimming registration, Splash Magazine subscription, and insurance. There are no discounts on Registration Fees.

\$75 ASC Team Registration Fee (If joining in June & July)

- Paid for new swimmers to ASC currently registered with USA Swimming if joining in June & July only.
- Paid for new swimmers to ASC not currently registered with USA Swimming if joining in July & July only. Will also pay \$100 USA Swimming Registration Fee.

This fee is the processing fee for registering swimmers to attach to ASC during the months of June & July.

Wait List Policy

Wait lists will be processed as spots become available in full training groups.

Lists will be based off of the athlete's tryout date, in a first come, first served fashion.

When a spot becomes available, the swimmer's family will be notified via phone and email. The family will have 48 hours to respond and register their athlete online, including paying the required fees, or their space will be relinquished to next in line.

Training Groups

We place our swimmers in the group we feel will have the greatest benefit and the most positive impact on each athlete. For this reason, we do not allow swimmers to join other group practices. We understand practices will be missed due to other activities, busy schedules, and vacations, but please respect our best efforts to maintain the integrity of each group. Proper placement in a training group and moving from one training group to another is always at coach discretion.

****Please note:** the Bronze, Silver 1 & 2, and Gold 2 groups are our developmental groups for swimmers ages 6-12. Our goal is to categorize them by age, attendance, and ability. If your child is new to competitive swimming, they may be placed in a younger group until their skills match their peers. Lessons can be scheduled to accelerate the learning curve of a new swimmer. Once they turn 13 years old, they will be considered for the Junior 2 group.

PRE-TEAM: The Pre-Team group is for swimmers approximately ages 5-8 who are new to the sport. The goal of this group is to teach foundational technique for freestyle and backstroke through drills, repetition, and games. These techniques include: correct breathing habits, a steady kick, correct head/body position, and drills teaching the mechanics of freestyle and backstroke. Kids will quickly see improvements and will become confident swimming 25-50 yard distances unassisted. Swimmers will attend 8 classes per month. Registration for the Pre-Team group will be different than team members joining Austin Swim Club. Registration will still be done online through Team Unify; however, swimmers will be registered for the USA Swimming Flex Membership program which is unique to the Pre-Team group.

BRONZE: Our Bronze group consists of swimmers approximately ages 6-9 who can complete 25 yards unassisted in two strokes. During practices, they will complete several 25 yard lengths with adequate rest and/or use of fins, and learn correct technique through instruction and drill repetition. The goal of the Bronze group is to learn correct stroke technique in each of the four competitive swimming strokes. Swimmers will also learn starts, turns, and group swim etiquette for competitive swimming. The emphasis of this group is to learn and have fun. Kids will enjoy swimming as it becomes easier and they can swim longer with greater ease.

SILVER 2: The Silver 2 group is for swimmers approximately ages 8-10 who can swim all four strokes legally for 25-50 yards. They can also demonstrate a learning knowledge of legal turns and start from a starting block, and have the goal of reaching “B” time standards. The goal of both Silver groups is proper technique and learning to race. We expect swimmers to compete in at least one swimming meet each season. Kids will progress to the next level when their technique and fitness level improves. Swimmers will be taught the importance of detail in the sport of swimming without losing the balance of hard efforts and fun. We want the kids to enjoy swimming as they learn.

SILVER 1: The Silver 1 group is for swimmers approximately ages 9-11. They can swim all four strokes legally for 50-100 yards, can demonstrate legal turns and starts, and have the goal of reaching “B”, “BB”, and “A” time standards. The goal of Silver 1 is technique improvement, using the pace clock during practice, completing more challenging swim sets to gain endurance, and gaining race experience. We expect swimmers to compete in at least one swimming meet each season. Kids will progress to the next level when their technique and fitness level improves. Swimmers will be taught the importance of detail in the sport of swimming without losing the balance of hard efforts and fun.

GOLD 2: Our Gold 2 group is for swimmers approximately ages 10-12 who are working to achieve “B”, “BB”, “A”, and/or STAGS time standards. The goal of Gold 2 is to grow each swimmer’s fitness level and confidence as swimming sets lengthen in duration and intensity. Athletes have goals to race in championship events at the end of each season and/or meet other personal goals. The emphasis for this group is to build strength, knowledge, and technique in each stroke. Swimmers will learn to hold correct form for longer periods making them more successful during longer or faster repeats. Swimmers are taught the importance of detail in swimming without losing the balance of challenging sets and fun during a practice.

GOLD 1: Our Gold 1 group is made primarily of ages 11-13, working to achieve the “BB”, “A” or TAGS time standards. The goal of Gold 1 is to work hard while cultivating your swimmer’s love of swimming. The emphasis in practice is on proper technique, especially when the workout gets hard, and teaching swimmers to race at a high technical level. We believe if swimmers understand the sport, comprehend why the proper technique is important, and learn how to execute race strategies, it will not only help them in the short-term, but also endure the length of their swimming career.

JUNIOR 2: 13-15 year olds The goal of Junior 2 is for 13-15 year old swimmers to work hard while cultivating a love of competitive swimming. The emphasis in practice is on proper technique, especially when the workout becomes challenging, teaching swimmers to compete at a high technical level. If swimmers understand the sport, comprehend why proper technique is helpful, and understand how to race, it will help them both in the short-term and endure the length of their competitive swimming career.

JUNIOR 1: The Junior 1 group is for swimmers ages 13-15 who are TAGS qualifiers or have 13/14 “A” times in multiple strokes. The purpose of this group is to teach an advanced knowledge of the sport, to help swimmers understand their own swimming, and appreciate the process as they move forward in their swimming careers. Goals for the Junior 1 group consist of becoming a TAGS finalist and achieving Sectionals cuts.

SENIOR 3: Senior 3 is comprised of swimmers 15 years of age and older. Senior 3 athletes come to practice to work hard, continue to cultivate a love for swimming, and enhance their knowledge of the details of proper stroke mechanics. Senior 3 will teach swimmers the value of competition and self improvement, with a goal of achieving ‘A’ times. The values of hard work, team unity, and accountability are reinforced everyday in Senior 3.

SENIOR 2: Senior 2 is for swimmers 15 years of age and older who have “A” times in multiple strokes. These swimmers excel in high school swimming and are looking to get to the next level. Swimmers goals include achieving sectional and junior national cuts, as well as swimming in college. The emphasis in practice is on stroke technique, strength in and out of the water, detail focus throughout races, and improving endurance. There is an expected attendance of 80% or higher in the group.

SENIOR 1: Senior 1 consists of swimmers 15 years of age or older with 3 or more Texas Senior Circuit sectional events. The Senior 1 swimmers maintain a high commitment level by demonstrating the attitudes all ASC swimmers are taught everyday. 100% practice attendance is an expectation in this group. Senior 1 swimmers are models of what a dedicated student athlete strives to be on their team, LSC, and nationally.

College Group: ASC will host a new summer training group designed to meet the specific needs of athletes currently competing for a college. This group will practice independently with a specific practice and competition schedule. Collegiate swimmers interested in this exciting training opportunity should stay tuned for the summer of 2019!

Dry land Training: Unlike many competitive club teams, all of our athletes train dry land with dedicated and Certified Strength & Conditioning Trainers. This ensures safety, proper form and technique, and maximizes time spent in the gym. Our Strength Coaches, Hayley Krzeczowski and Miles McGriff, along with each ASC Swim Coach, look at each season both as a whole and in phases when designing the training programs. By taking this approach, workouts are tailored to each group and account for the age and ability levels of the respective athletes in order to expand athletic function and achieve the best results at competitions, without taking away from any training that takes place in the pool. All athletes who attend dry land should bring a water bottle and wear appropriate attire when training, including athletic shoes and athletic shorts and shirt.

Team Equipment and Apparel

- The only swim cap that may be worn at practice is an Austin Swim Club team cap. All swimmers receive two swim caps (choice of latex or silicone) during registration. Additional swim caps can be purchased at the front desk or our online store: www.mkt.com/aasa-asc. Personalized caps with swimmer's name and our club logo will be ordered at least once per season.
- Swim gear, swimsuits, warm ups and parkas can be purchased through our equipment provider, SwimFreak: www.swimfreak.com or at their retail store, address 4032 S. Lamar Blvd, Suite 500, Austin, Texas, 78704, phone number (737) 300-4097.
- T'shirts and ASC Pre-Orders can be purchased through our Austin Swim Club Team Online Store @ www.mkt.com/aasa-asc. Purchases can be made online by credit card only and will be available for pick up at the front desk of Austin Aquatics and Sports Academy. Purchases can be also made at the front desk during store hours Monday - Friday 9 - 5.
- All swimmers are encouraged to bring water bottles for proper hydration in our outdoor facility and have a mesh equipment bag to hold their gear.
- We recommend that all swimmers wear sunscreen for our outdoor pool facilities.

Equipment Needed per group: Below you will find information as to equipment needs for specific groups.

- Pre-Team: suit, cap, goggles, junior kickboard, fins
- Bronze: Goggles, Swim Cap, Small Kickboard, Fins
- Silver 2: Goggles, Swim Cap, Small Kickboard, Fins
- Silver 1: Goggles, Swim Cap, Small Kickboard, Fins, Pull Buoy, Snorkel
- Gold 2: Goggles, Swim Cap, Small Kickboard, Fins, Pull Buoy, Strokemaster Paddles, Snorkel
- Gold 1: Goggles, Swim Cap, Small Kickboard, Fins, Pull Buoy, Strokemaster Paddles, Snorkel
- Junior 2: Goggles, Swim Cap, Small Kickboard, Arena Power Fins, Pull Buoy, Strokemaster Paddles, Speedo bullet head Snorkel
- Junior 1: Goggles, Swim Cap, Small Kickboard, Arena Power Fins, Pull Buoy, Strokemaster Paddles, Snorkel
- Senior 2: Goggles, Swim Cap, Small Kickboard, Fins, Pull Buoy, Strokemaster Paddles, Snorkel
- Senior 1: Goggles, Swim Cap, Small Kickboard, Arena Power Fins, Pull Buoy, Strokemaster Paddles, Snorkel
- College: Goggles, Swim Cap, Small Kickboard, Fins, Pull Buoy, Paddles, Snorkel
- Dry Land: Water bottle, Appropriate Attire (athletic shorts and shirt), Athletic Shoes appropriate for the gym

Competition Apparel

To promote a team atmosphere, Swimmers are expected to wear the assigned Austin Swim Club t-shirt for each session of the swim meet. All other Austin Swim Club team apparel is optional, but encouraged. Coaches will assign the order of shirts at each meet.

All Austin Swim Club swimmers are required to wear the ASC swim cap during meets attended by Austin Swim Club. All swimmers receive two caps of their choice (latex or silicone) during registration. Additional swim caps can be purchased at the front desk or our online store: www.mkt.com/aasa-asc.

Personalized caps with swimmer's name and our club logo will be ordered at least once per season.

Monthly Fees

Austin Swim Club's yearly registration runs from September 1 through August 31.

Austin Swim Club training fees are billed monthly. The amount of the monthly fees that an athlete will be charged is based on the training group that the athlete is placed into by the Austin Swim Club coaching staff.

If a swimmer moves to a different practice group, they will begin paying the new group monthly rate from first day of the first full month that the athlete moves into the new group through the remainder of the swim year.

For athletes that are current members of Austin Swim Club or athletes that join Austin Swim Club prior to September 1, the first monthly payment is due at the beginning of the swim year on September 1. If the athlete joins Austin Swim Club after September 1, the first monthly payment is due on the date that the athlete joins Austin Swim Club. Athletes must pay for the entire month of the month that they join Austin Swim Club, without regard to the number of days in the initial month that the athlete trains with Austin Swim Club. Monthly Rates will not be prorated for any reason. All regular monthly payments are due on the first of the month and will be charged to the athlete's credit card.

All athletes must have an active credit card on file with Austin Swim Club at all times that the athlete is training at Austin Swim Club.

ASC Groups and Fees

- Pre-Team - \$25 USA Swimming Flex Membership; 2 weekly swim sessions - \$60 per month
- Bronze - Tier 1: 3 weekly swim sessions \$120 per month
- Silver 2 - Tier 2: 3 weekly swim sessions \$130 per month
- Silver 1 - Tier 3: 4 weekly swim sessions \$170 per month
- Gold 2 - Tier 4: 5 weekly swim sessions, 1 dry land session led by swim coach \$195 per month
- Gold 1 - Tier 6: 5 weekly swim sessions, 1 dry land session led by certified strength and conditioning coach \$215 per month
- Junior 2 - Tier 6: 5 weekly swim sessions, 1 dry land session led by certified strength and conditioning coach \$215 per month
- Junior 1 - Tier 7: 6 weekly swim sessions, 2 dry land sessions led by certified strength and conditioning coach \$275 per month

Continued

- Senior 3 - Tier 6: 5 weekly swim sessions, 1 dry land session led by certified strength and conditioning coach \$215 per month
- Senior 2 - Tier 8: 7 weekly swim sessions, 2 dry land sessions led by certified strength and conditioning coach \$285 per month
- Senior 1 - Tier 9: 9 weekly swim sessions, 3 dry land sessions led by certified strength and conditioning coach \$330 per month

College Swimmer Fees

Any college swimmer who wishes to train with Austin Swim Club must have approval from Coach Chris. Please email Chris@austinswimclub.org to inquire.

\$330 per month for each month in the summer the college swimmer trains with Austin Swim Club. We do not prorate the monthly fee.

\$75 Registration Fee

\$100 USA Swimming Registration Fee (if not current)

\$20 per workout to train over Christmas Break.

\$100 to train over Spring Break.

Unattached Swimmer Fees

Any swimmer who wishes to train with Austin Swim Club must have approval from Coach Chris. Please email Chris@austinswimclub.org to inquire.

\$375 per month for each month the unattached swimmer trains with Austin Swim Club. We do not prorate the monthly fee.

\$75 Registration Fee

\$100 USA Swimming Registration Fee (if not current)

Family Discount

First two (2) swimmers from a family pay the full monthly fee. The third and fourth swimmers from a single family will receive 10% off their monthly fee, and all swimmers over 4 swimmers from an individual family will receive 15% off their monthly fees. The family must pay the full monthly rate for the two swimmers that are in the highest training group, and discounts will apply from most expensive swimmer to least expensive swimmer.

Additional Charges

Late Fees for non-current accounts will be automatically billed \$10 once an account is 2 weeks past due plus any credit card company charges for monthly fees which are not accepted by the credit card company.

Additionally, late payments subject your swimmer to removal from practice and eventually relinquishing your swimmer's spot to a swimmer on the wait list.

Late Pick Up Fee of \$10.00 is assessed 20 minutes after your swimmer's designated practice time is over and \$10.00 per 1 to 5 minute increments thereafter. The ASC Staff Member's clock is the standard time in such cases. Please call the facility if you are delayed so that your child can be assured you have contacted the office and will pick them up shortly.

*Additionally, please do not bring your swimmer to practice more than 15 minutes early. There are many activities going on at Austin Aquatics and Sports Academy, and we do not have the staff to monitor or the space to enable unaccompanied swimmers.

Unfulfilled Volunteer Hours of \$12 per hour for 10 service hours minimum for each account. Each account will be required to serve a minimum of 10 service hours from August – July at Austin Swim Club run events. At the end of July, unfulfilled service hours will be billed at a rate of \$12 per hour. Any no-show to a volunteer commitment will be billed at a rate of \$12 per hour. Service hours will not be prorated for swimmers who deactivate or take breaks in the swim season, and any unfulfilled hours will be billed the financial difference at a rate of \$12 per hour. At the end of July funds collected minus labor costs for paid volunteer's time, will be spent on activities for swimmers.

Private Lessons

The focus of group practice sessions is to build endurance, power, and speed onto proper swimming technique. Technique is reviewed as it pertains to each training set during a practice session. Often we will pull aside swimmers who may need additional remarks to complete a drill or set correctly, but we quickly get them back into the training sets. As the season progresses, swimmers benefit from private lessons for various reasons:

- Some swimmers have a hard time retaining instruction within a group setting due to distractions such as training goals or a busier environment.
- Younger swimmers may need reassurance swimming in a large pool for the first time. Getting used to their surroundings on a 1:1 basis may be helpful for a few sessions before joining a group.
- Individual attention allows coaches to provide uninterrupted attention and fine tune the smallest details.
- Individuals new to year-round swimming may benefit from accelerated learning in order to join a group with same-aged peers.
- Video analysis provides a swimmer with instant feedback and new insight on how to improve their strokes.

Please contact missy@aasa-atx.com to schedule a private lesson. You also can schedule with your group coach specifically if you are an active ASC member. To cancel your lesson, you must contact the office and/or coach assigned within 24 hours of your appointment. Private lessons are not meant to replace regular weekly workouts or create additional pool time. Lessons are meant to highlight and improve details not met in regular practice sessions. We will allow private lessons at a frequency of every other week for our ASC members with changes to this policy at the athlete's coach's discretion only.

Private Lessons Options and Pricing:

- Single 30-minute sessions
 - \$60 for non-ASC swimmers
 - \$50 for active ASC members

- Single 30-minute sessions with 2 swimmers simultaneously
 - \$55 for non-ASC swimmers each individual swimmer
 - \$45 for active ASC members each individual swimmer

- Package for 30-minute sessions (Only valid for 4 months) All 4 sessions **must** be used within 4 month period from date of purchase.
 - \$200 for 4 30-minute sessions for non-ASC swimmers
 - \$175 for active ASC members

ASC Withdrawal Policy

Swimmers and their families must notify Austin Swim Club via the official Withdrawal Form on the ASC Website under Austin Swim Club tab, no later than the 1st of the month prior to the month the swimmer wishes to withdraw. For example, If your child will not be swimming in September, you would need to submit a withdrawal form no later than July 31st/before August 1. Your last billing date will be August 1st, and your last practice date would be August 31st. There are NO EXCEPTIONS.

The account will be billed for the entire next monthly period if the withdrawal form is not received on or before the 1st day of the final month the swimmer wishes to participate.

The Austin Swim Club Withdrawal Form is the only method by which a swimmer can withdraw. Emailing or telling a coach or any other ASC employee DOES NOT meet inactivation requirements. If your swimmer is withdrawing for medical reasons, please provide documentation via email and indicate medical reasoning on the form.

Withdrawal Form can be found on the website under the Austin Swim Club header or here: https://www.teamunify.com/SubTabGeneric.jsp?team=stasc&_stabilid_=138945

All accounts must deactivate with a \$0.00 balance. If the account is not active, the place on the team is relinquished and the swimmer must re-enroll to re-activate the account. The number of athletes in each swim group is limited, and space in the athlete's group may no longer be available when the swimmer returns.

By submitting Registration you agree to the above Policy of the ASC Team Handbook

ASC Reactivation Policy

A \$25 Reactivation Fee will be billed to a swimmer's account when the suspended swimmer becomes re-active within the same season. This is in addition to the swimmer having a current Team Registration Fee (\$175) and USA Swimming Registration Fee (\$100) paid. Also, any balance due that was not paid when a swimmer deactivated their account must be paid in full to reactivate the account.

The Austin Swim Club Reactivation Form is the only method by which a swimmer can rejoin the team. Emailing or telling a coach or any other ASC employee DOES NOT meet inactivation requirements.

Reactivation Form can be found on the website under the Austin Swim Club header or here: https://www.teamunify.com/SubTabGeneric.jsp?team=stasc&_stabilid_=169710

In order to reactivate, there must be capacity in the swimmer's training group. The number of athletes in each swim group is limited, and space in the athlete's group may no longer be available when the swimmer returns.

By submitting Registration you agree to the above Policy of the ASC Team Handbook

Volunteer Policy

Volunteer Program: Austin Swim Club is a family, and our Volunteer Program allows our parents and swimmer support staff to demonstrate their commitment to Austin Swim Club through service. The intent of this program is not to raise money but rather to emphasize the importance of team members sharing volunteer effort equally among them to ensure the quality of opportunities Austin Swim Club provides. At the end of July funds collected minus labor costs for paid volunteer's time, will be spent on activities for swimmers.

- Each family will be required to serve a minimum of 10 service hours from August – July at Austin Swim Club run events.
- At the end of July, unfulfilled service hours will be billed at a rate of \$12 per hour.
- Any no-show to a volunteer commitment will be billed at a rate of \$12 per hour.
- Service hours will not be prorated for swimmers who deactivate or take breaks in the swim season, and any unfulfilled hours will be billed the financial difference at a rate of \$12 per hour.
- Refunds will not be made after the Unfulfilled Volunteer Hours have been charged. It is the responsibility of each account to know what volunteer hours have been credited to their account.

To sign up, simply go to www.austinswimclub.org and you will see a JOB SIGN UP link listed next to any event on our website (ex. swim meet, community project, team function, etc.) Hours will be tracked through our Team Unify system, however, it is REQUIRED you SIGN IN and OUT for your shift at each event. The sign in sheets are used as verification of hours worked.

By submitting Registration you agree to the above Policy of the ASC Team Handbook

Competition Philosophy

We race ASC tough!

Austin Swim Club's Competition Philosophy: Vital to the sport of swimming are swim meets and competition. At Austin Swim Club, we stress the following fundamentals of competition:

1. ASC Coaches challenge swimmers to take complete ownership of their swimming. This allows swimmers to take responsibility for their actions both in training and racing. Over time, this leads to an improved demonstration of **accountability**, both in and out of the pool.
2. We expect swimmers to not only engage in meets as a competitor, but to also encourage their teammates. By cheering during races, we maintain the **positive team atmosphere** that ASC is known for and proud of.
3. Our coaching staff encourages swimmers to compete in every competition for which they are eligible. This promotes versatility and builds experience, which are both critical components of the **process of swimming**.
4. In the same way we take great pride in and care for our own facility, Austin Swim Club will always leave our team area in better shape than when we arrived. Picking up trash, cleaning up belongings of our own and our teammates, and taking care of our personal space are all demonstrations of **mindfulness and responsibility** that ASC swimmers exemplify at each competition.
5. We pride ourselves on being exemplary people before we are fast swimmers. This means Austin Swim Club athletes, parents, and coaches will all show the utmost **respect** for the officials, competitors, and facilities we use.

Competition Schedule

The competition schedule is available on our website, www.austinswimclub.org, under the “Swim Meets” section. Different training groups compete in different competitions, so meet schedules will vary. Coaches will send emails regarding meet information, but if you have any questions as to which meets your child should attend, do not hesitate to email your swimmer’s coach.

Entering Swim Meets

Swimmers should commit to swim meets before the meet entry deadline through their TeamUnify account on our website, www.austinswimclub.org. Please choose the events your swimmer would like to swim, however, your swimmer’s coach always has the final approval of meet entries. To enter your swimmer in a meet, complete the following steps:

1. Go to www.austinswimclub.org and click on the Swim Meets tab or “Edit Commitment” next to the desired swim meet.
2. Once the meet has been chosen, click on the Attend/Decline button on the upper right part of the page.
3. Click on the name of the swimmer you wish to commit to the event, and the sign up page will appear.
4. Commit the athlete by using the Signup Record and selecting “Yes, Please. (Swimmer’s Name) will attend this event.”
5. Choose desired events for your swimmer.
6. REMEMBER to click on Save Changes!

Continued

Once the deadline has past, you will NOT be able to commit your swimmer. Declaring for a meet will end at midnight the day of the deadline. There will be a \$20 additional fee for entering your swimmer via email after missing a deadline.

All meet fees will be billed through TeamUnify. Accounts will be billed for the **entries** for your swimmer and not from the **results** of the meet, as ASC must pay the meet entry fees to the Host Meet once the entries have been made. If a swimmer does not swim an event that he/she was entered in, we do not get reimbursed for that change.

Additional meet fees to cover coaches fees include:

- **Home Meets:** Entry fees, Athlete Surcharge fee
- **In Town Meets:** Entry fees, Athlete Surcharge fee charged by host meet, \$15 ASC Admin fee
- **Travel/Out of Town Meets:** Entry fees, Athlete Surcharge fee charged by host meet, minimum of \$35 ASC Admin fee
- **Travel Meets Requiring Air Travel:** expenses in meets involving air travel for coaches or extended hotel stays, will be divided amongst participants and will **most likely** exceed \$35 per swimmer.

Swim Meet Procedures

1. Arrive at the pool 15-20 minutes prior to the scheduled warm up time to locate the Austin Swim Club team area and your swimmer's coach.
2. Warm ups will always be led by an Austin Swim Club coach, and it is very important for all swimmers to warm up as a team.

Continued

3. All Austin Swim Club swimmers are required to wear the team cap during both warm ups and actual competition. Swimmers should also wear the designated team t-shirt. All other team apparel is optional but encouraged to promote team unity.
4. Each swimmer is responsible for knowing which events s/he is swimming and for being on time to swim those events.
5. At the conclusion of each race, swimmers are expected to immediately find their coach to discuss their race. According to USA Swimming rules, parents are not allowed in the immediate competition venue unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet should be referred to the Austin Swim Club coaching staff. They, in turn will pursue the matter through the proper channels.
6. It is important swimmers check with the coaching staff prior to leaving the swim meet, making sure they have not been placed on a relay or scratched into an event.

What to Bring to the Meet

- Team Swim Caps
- Goggles
- Team Apparel/Team T-shirts
- Towels
- Water Bottle
- Nutritious Snacks
- Quiet games, books, or other entertainment

Action Plan of Austin Swim Club to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at Austin Swim Club and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or 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 Austin Swim Club takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

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.

Source: www.stopbullying.gov – a federal government website managed by the U.S. Department of Health & Human Services
www.usaswimming.org/protect

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:

1. Talk to your parents;
2. Talk to a Club Coach, Board Member, or other designated individual;
3. Write a letter or email to the Club Coach, Board Member, or other designated individual;

4. 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.

Source: www.stopbullying.gov – a federal government website managed by the U.S. Department of Health & Human Services
www.usaswimming.org/protect

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE KIDS INVOLVED using the following approach:

FINDING OUT WHAT HAPPENED

1. First, we get the facts. a. Keep all the involved children separate. b. Get the story from several sources, both adults and kids. c. Listen without blaming. d. Don't call the act "bullying" while you are trying

to understand what happened. e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else. a. Review the USA Swimming definition of bullying; b. To determine if the behavior is bullying or something else, consider the following questions:

- What is the history between the kids involved?
- Have there been past conflicts?
- Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
- Has this happened before? Is the child worried it will happen again

c. Remember that it may not matter “who started it.” Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior. d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied a. Listen and focus on the child. Learn what’s been going on and show you want to help. Assure the child that bullying is not their fault. b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:

Source: www.stopbullying.gov – a federal government website managed by the U.S. Department of Health & Human Services
www.usaswimming.org/protect

4. 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.

5. 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.

6. 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:

Zero tolerance or “three strikes, you're out” strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.

Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been

By submitting Registration you agree to the above Policy of the ASC Team Handbook

MEDIA RELEASE POLICY

As part of the Austin Swim Club communication process, the team maintains a web site and periodically prints newsletters and statistics or provides information to news organizations. This form documents how you want your swimmer's information handled. Please read below. By submitting Registration you agree to this policy. If you disagree, please print and email to Patti Thompson at patti@austinswimclub.org

1. I hereby authorize the use of still photographs taken at swim meets or other swim team functions. I recognize these photos may be posted on the team website, Facebook, or other social media outlet or used by news media in covering swimming events.
2. I understand that no personal demographic information will be posted on the team web site in conjunction with these photos.
3. I hereby grant permission to post swimming-related statistics and information on the team website, the team newsletter and/or to provide this information to the news media.
4. I understand that neither my swimmer nor I will receive payment or other compensation for the use of such photos or statistics.
5. I understand that information listed on the LSC or USA Swimming web site regarding my child is not posted by the club.
6. I authorize Austin Swim Club, the LSC, and USA Swimming to use our contact information in a club roster.
7. I hereby release Austin Swim Club, the LSC or USA Swimming from any and all liability in connection with the above said uses and purposes.

If you refuse this agreement, please email your Consent refused to patti@austinswimclub.org

By submitting Registration you agree to the above Policy of the ASC Team Handbook

Austin Swim Club Photography Policy

PURPOSE

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“publication”) should only be done with parents’ consent per the attached form.
2. A parent or guardian has a right of refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow. In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention. All photographs must observe generally accepted standards of decency in particular:
 - Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
 - Action shots should not be taken or retained where the photograph reveals a torn or displaced swim suit.
 - Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.

- Photographs should not be taken in locker-rooms or bathrooms.
www.usaswimming.org/protect

Photography Consent Form - Austin Swim Club may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs. Parents have a right to refuse agreement to their child being photographed. As the parent/caregiver of my swimmer at Austin Swim Club, I allow the following

- Take photographs to use on the club's secure website
- Take photographs to include with newspaper article
- Take photographs to use on club notice boards
- Video for training purposes only

If you refuse this agreement, please email your Consent refused to patti@austinswimclub.org

By submitting Registration you agree to the above Policy of the ASC Team Handbook

Electronic Communication Policy of the Austin Swim Club

PURPOSE

The Austin Swim Club 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.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life , social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board, or other athletes?”

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club’s records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a “friend.” A coach should not accept any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method.

The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

Best Practice: The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

Alternative Option: Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

By submitting Registration you agree to the above Policy of the ASC Team Handbook

Athlete Electronic Communication Best Practices of the Austin Swim Club

Purpose

USA Swimming member clubs are required to have an electronic communication policy for coaches and non-athlete members to follow. Similarly, athletes should be made aware that there are certain standards for electronic communication for all individuals associated with the club. The ability of coaches and non-athlete members to adhere to the required policy relies, in part, on the ability of athletes to respect the boundaries established for healthy electronic communication with the team. Athletes should remember that swimming for the club is a privilege, and they are expected to portray themselves, their team, and their community in a positive manner at all times. Expectations The club holds the following expectations of athletes:

- Athletes will not use derogatory language, including sexist, racist, homophobic, obscene, or profane material of any kind.
- Athletes will not use social media to degrade, demean, or attack any person, team, or organization.
- Athletes will not use social media to contact his/her coach(es) and will instead post appropriate material to the club's profile.
- Athletes will not call or text their coach, except in an emergency or if a parent/guardian is included in the communication.
- All communication between athletes and coaches will be related to the activities of the team and should, whenever possible, be limited to in-person communication during team practices or events.

Things to remember: Texting

- Text messages and photos can be saved or screen-shot. Once the message is transmitted, the sender does not have control.
- Texting between athletes and coaches is not okay unless it is an emergency situation or another adult (such as a parent/guardian or another coach) is copied on the text.
- It is typically more effective to discuss an issue in person. Things to remember: Social Media

- Once you post something online, it is public and permanent--even if you delete it.
- Many employers, college admissions officers, and athletic recruiters review social networking sites as part of their evaluation of an applicant. Carefully consider how others may perceive the information and content that you share about yourself.
- Never post your email address, home address, phone number, or other personal information, as it could lead to unwanted attention, stalking, or identity theft.

By submitting Registration you agree to the above Policy of the ASC Team Handbook

Austin Swim Club Swimmer Code of Conduct

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By submitting Registration, I agree to the following statements:

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will attend all team meetings and training sessions, unless I am excused by my coach.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's rules and codes of conduct. I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors

Failure to comply with the Code of Conduct will result in

1. Probation with guidelines set forth to remain a member of Austin Swim Club. Meeting the criteria outline in the probation will need to be followed in order to remain on the team
2. Temporary or Permanent Suspension from the Team

By submitting Registration you agree to the above Policy of the ASC Team Handbook

Austin Swim Club Parent/Guardian Code of Conduct

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices or meets.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will direct my concerns to first to my swimmer's coach; then, if not satisfied, to the appropriate supervisor.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

By submitting Registration you agree to the above Policy of the ASC Team Handbook