



**austin swim club**

# **Team Handbook**

Edited August 2017

**MISSION STATEMENT:** Developing athletes through positive experiences to promote all facets of success.

**VISION STATEMENT:** Swimming teaches you life skills. Our goal at ASC is to make the process of learning more enjoyable and positive. We fully understand that every child's development is not the same and it is our goal to give experiences each child needs to feel valued and part of the ASC team.

## **We are Austin Swim Club.**

Austin Swim Club (ASC) is a USA Swimming certified year round competitive swim team. Founded in September of 2013, we operated our team in a temporary facility from our beginning until December of 2014. Three-time Olympian Brendan Hansen joined our program in August of 2014 as General Manager and Head Coach, helping expand our team from 25 athletes to just under 200 swimmers and leading us to achieve USA Swimming Bronze Medal Club Recognition in our second year as a program. In year three, we again posted a personal best, reaching 300 swimmers, attaining USA Swimming Silver Medal Club Recognition, and putting two swimmers on the World Junior National Team and one swimmer on the USA World Championship Team. 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.

### *A note from our founders and owners, Patti and Kevin Thompson:*

*Our passion for the sport of swimming began with our children. Although neither of us were swimmers, our daughter and son both loved swimming and competing. They both had very different goals; therefore we devoted our support to give them all the tools they would need to be successful. One of the most important tools would be their coaches and the relationship with their coaches. Regardless of their goals, they deserved to have a chance to have them and reach them. We found if their coaches believe in them, they will believe in themselves. All of our experiences with our children's swimming are what lead to our passion to create an atmosphere where all swimmers would have the opportunity to reach and achieve their goals. Sometimes they need someone to believe in them and show them they have everything it takes to be all they want to be. Kevin learned that as a young student athlete due to his incredible work ethic and disciplined nature, and Patti learned it later in life through running marathons. Unlike Kevin, Patti did not believe that she could achieve anything athletic and owes it to friends and trainers who did believe and encouraged her to try.*

*Austin Swim Club is 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*

## **We take pride in our exemplary staff.**

Our staff boasts accolades like no other in the country, but we are most proud of their dedication to the personal and athletic development of our 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.

<b>NAME/POSITION</b>	<b>EMAIL ADDRESS</b>
<b>Brendan Hansen</b> ASC Head Coach Senior 1 Coach AASA General Manager	Brendan@austinswimclub.org
<b>Chris Coghill</b> Head Age Group Coach Junior 1 and Silver 2 Coach	Chris@austinswimclub.org

<p><b>Nate Chessey</b> Head Masters Coach Junior 2 Coach</p>	<p>NateC@austinswimclub.org</p>
<p><b>Christian Schurr</b> Senior 2 and Gold 1 Coach</p>	<p>Christian@austinswimclub.org</p>
<p><b>Missy Kuck</b> Head Developmental Coach Gold 2, Silver 1, and Bronze Coach</p>	<p>Missy@aasa-atx.com</p>
<p><b>Dan Jackson</b> Director of Strength and Conditioning Dryland Trainer</p>	<p>Dan@aasa-atx.com</p>
<p><b>Martha Hansen</b> Director of Administration</p>	<p>Martha@austinswimclub.org</p>
<p><b>Billing Department</b></p>	<p>Billing@austinswimclub.org</p>

## **We would love for you to join us.**

Before registering for Austin Swim Club, any potential swimmer must complete a Placement Trial. Placement Trials are scheduled by contacting Coach Missy, [missy@aasa-atx.com](mailto:missy@aasa-atx.com) to determine a mutual time for the swimmer to be evaluated. 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](http://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.

All swimmers must submit a completed USA Swimming Registration Form. Swimmers new to USA Swimming must also 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. Swimmers are not officially registered and placement is not secure until all paperwork has been received.

### Registration Fees:

\$180 Annual Fee- Paid for any swimmer who joins September-May and each year in September for returning members. Cost includes but is not limited to an ASC team suit, Registration T-shirt, 1 silicone cap and 1 latex cap, car decal, miscellaneous team fees, etc. There are no discounts on the Annual Fee.

\$100 Registration Fee- Paid for every swimmer regardless of what month an athlete joins Austin Swim Club and is paid annually in September of each year. This fee includes USA Swimming registration, Splash Magazine subscription, and insurance. There are no discounts on Registration Fees.

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.

### **We believe in value.**

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.*

**BRONZE:** Our Bronze group consists of swimmers ages 6-9 who can complete two separate strokes legally, can swim 25 yards without stopping and complete several 25 yard lengths with adequate rest and/or use of fins, and can make adjustments to strokes with 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 enjoy swimming. Improvements in swimming are made when form is corrected. 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 ages 9-11 who can swim all four strokes legally for 25-50 yards, can 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 ages 9-11 who can swim all four strokes legally for 50-100 yards, can demonstrate legal turns and start from a starting block, and have the goal of reaching “B”, “BB”, and “A” 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.

**GOLD 2:** Our Gold 2 group is for swimmers ages 11-13 year olds who are working to achieve “B”, “BB”, or “A” time standards for their respective age group. 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 11-13 year olds working

to achieve the “BB” or “A” time standard. 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, teaching swimmers to race at a high technical level. We believe if swimmers understand the sport, comprehend why the proper technique is helpful, and understand how to race, 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 12-14 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 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 achieve Sectional and Winter Junior National cuts. The emphasis in practice is on stroke technique, strength in and out of the water, detail focus throughout races, and improving endurance. These swimmers are committed to getting to the next level and are possibly looking to swim in college. There is an expected attendance of 80% or higher in the group.

**SENIOR 1:** Senior 1 consists of swimmers 15 years of age with 5 or more Sectional cuts or at least 1 Junior National cut. The swimmers in Senior 1 strive to become a nationally ranked age group swimmer and maintain a high commitment level. There is an expected attendance of 100% in this group. The actions of this group parallel that of a Division 1 College program in an effort to prepare them for colleges they hope to represent in the future.

Dryland Training: Unlike many competitive club teams, all of our athletes train dryland with a dedicated Strength & Conditioning Coach. This ensures safety, proper form and technique, and maximizes time spent in the gym. Our Strength Coach, Dan Jackson, views each season both as a whole and in phases when designing training programs alongside each ASC Swim Coach. 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 dryland should bring a water bottle and wear appropriate attire when training, including athletic shoes and athletic shorts and shirt.

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

The **only** swim cap that may be worn at practice is an Austin Swim Club team cap. New swimmers receive their choice of caps during registration. Additional swim caps can be purchased at the front desk or our online store: [www.mkt.com/aasa-asc](http://www.mkt.com/aasa-asc). Personalized caps with swimmer's name and our club logo will be ordered at least once per season.

Bronze	Goggles, Swim Cap, Small Kickboard, Fins, Pull Buoy (Optional)
Silver 2	Goggles, Swim Cap, Small Kickboard, Fins, Pull Buoy
Silver 1	Goggles, Swim Cap, Small Kickboard, Fins, Pull Buoy
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, Fins, Pull Buoy, Strokemaster Paddles, 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

Team Equipment: Swim gear, swimsuits, warm ups and parkas can be purchased through our Speedo dealer and equipment provider, SwimFreak: [www.swimfreak.com](http://www.swimfreak.com) or at their retail store, address 4032 S. Lamar Blvd, Suite 500, Austin, Texas, 78704, phone number (737) 300-4097.

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.

	<b>BRONZE</b>	
Tier 1	3 weekly swim sessions	\$120 per month
	<b>SILVER 2</b>	
Tier 2	3 weekly swim sessions	\$130 per month
	<b>SILVER 1</b>	
Tier 3	4 weekly swim sessions	\$170 per month
	<b>GOLD 2</b>	
Tier 4	5 weekly swim sessions, 1 dryland session led by swim coach	\$195 per month
	<b>GOLD 1</b>	
Tier 5	5 weekly swim sessions, 1 dryland session led by certified strength and conditioning coach	\$215 per month
	<b>JUNIOR 2</b>	
Tier 6	5 weekly swim sessions, 1 dryland session led by certified strength and conditioning coach	\$215 per month
	<b>JUNIOR 1</b>	
Tier 7	6 weekly swim sessions, 2 dryland sessions led by certified strength and conditioning coach	\$275 per month
	<b>SENIOR 2</b>	
Tier 8	6 weekly swim sessions, 2 dryland sessions led by certified strength and conditioning coach	\$275 per month
	<b>SENIOR 1</b>	

Tier 9	9 weekly swim sessions, 2 dryland sessions led by certified athletic trainer	\$330 per month
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College Swimmer Fees: Any college swimmer who wishes to train with Austin Swim Club must have approval from Coach Brendan. Please email [Brendan@austinswimclub.org](mailto:Brendan@austinswimclub.org) to inquire.

\$330 per month for each month in the summer the college swimmer trains with Austin Swim Club plus \$100 Registration Fee. We do not prorate the monthly fee.

\$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 Brendan. Please email [Brendan@austinswimclub.org](mailto:Brendan@austinswimclub.org) to inquire.

\$375 per month for each month the unattached swimmer trains with Austin Swim Club plus \$100 Registration Fee. We do not prorate the monthly fee.

ASC Withdrawal Policy: Swimmers and their families must notify Austin Swim Club via the official Withdrawal Form no later than the 1<sup>st</sup> of the month prior to the month the swimmer wishes to withdraw. 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 or here: [https://www.teamunify.com/SubTabGeneric.jsp?team=stasc&\\_stabilid\\_=138945](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.*

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 Joining Fee and Registration Fee 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 or here: [https://www.teamunify.com/SubTabGeneric.jsp?team=stasc&\\_stabilid\\_=169710](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.*

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.

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](mailto: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.

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
  - \$45 for active ASC members
- Package for 30-minute sessions
  - \$200 for 4 30-minute sessions for non-ASC swimmers
  - \$175 for active ASC members

**We race ASC tough.**

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

1. Staff encourages swimmers to take ownership of their swimming. This allows swimmers to show greater improvements when they take responsibility for their actions in training and racing.
2. Each swimmer should compete to improve his or her time and technique.
3. We expect swimmers to encourage their teammates by cheering during races, maintaining a positive team atmosphere, and participating as both an athlete and a spectator throughout the entire meet.
4. Our coaching staff encourages swimmers to compete in every event they are eligible for. This promotes versatility, as swimmers are constantly changing both physically and mentally and continuously switching best events.
5. Austin Swim Club will always leave their team area in better shape than when they arrived, this means picking up trash, cleaning up belongings, and taking care of their personal space.
6. 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](http://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](http://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](http://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!

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. Additional meet fees to cover coaches fees include a \$15 fee for in-town meets, a minimum \$35 fee for out-of-town meets, and expenses in meets involving air travel 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.
3. All Austin Swim Club swimmers are required to wear the team swimsuit and team cap during both warm ups and actual competition, unless a tech suit is to be worn. 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.
6. 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.
7. 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 Swimsuit
- Team Swim Caps
- Goggles
- Team Apparel/Team T-shirts
- Towels
- Water Bottle
- Nutritious Snacks
- Quiet games, books, or other entertainment

Competition Apparel: 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. Typical Austin Swim Club T-Shirt Schedule for Swim Meets\*\*\*:

Thursday – Any Austin Swim Club T-shirt  
Friday – Registration T-shirt  
Saturday – Blue Austin Swim Club  
Sunday – Red Austin Swim Club

\*\*\*This schedule could change so please look for information from your coach regarding t-shirt schedule for specific meets.

All Austin Swim Club swimmers are required to wear the Austin Swim Club team swimsuit and ASC swim cap during meets attended by Austin Swim Club. In the case a technical suit will be worn to race, swimmers must warm up in their Austin Swim Club team swimsuit. New swimmers receive their choice of caps during registration. Additional swim caps can be purchased at the front desk or our online store: [www.mkt.com/aasa-asc](http://www.mkt.com/aasa-asc). Personalized caps with swimmer's name and our club logo will be ordered at least once per season.

Team Apparel: Austin Swim Club T-shirts and Seasonal Merchandise can be purchased through our online store: [www.mkt.com/aasa-asc](http://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 with the help of any Austin Aquatics and Sports Academy or Austin Swim Club staff member.

Team suits, warm ups, backpacks, and parkas can be purchase through our Speedo dealer and equipment provider, SwimFreak: [www.swimfreak.com](http://www.swimfreak.com) or at their retail store, address 4032 S. Lamar Blvd, Suite 500, Austin, Texas, 78704, phone number (737) 300-4097.

## **We support our swimmers as a family.**

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.

- Each family will be required to serve a minimum of 12 service hours (1 hour per month) from September – August at Austin Swim Club run events.
- At the end of July, unfulfilled service hours will be billed at a rate of \$10 per hour.
- Any no-show to a volunteer commitment will be billed at a rate of \$10 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 \$10 per hour.
- Community service credit will be available for any volunteer needing community service hours, and hours will be documented on an official Austin Swim Club Service Hour Form.

To sign up, simply go to [www.austinswimclub.org](http://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.

**We hold ourselves to the highest of standards.**

## **Austin Swim Club Swimmer Code of Conduct**

I (We), member(s) of Austin Swim Club, agree to abide by the standards of conduct outline below as long as I am a member of the Team.

To begin, as a member of Austin Swim Club, I will respect my sport, my program and myself. The foundational responsibility of respect will help me in accepting the challenges faced in the form of my relationships, my education and my community.

I will strive to be the best athlete I can be. I will both train and perform at the highest level I can and will encourage my teammates to do the same in practice and in meets.

I will be a model team traveler. I will use good manners as behavior and will follow the directions of my coaches and chaperones (if applicable). This includes abiding by established team curfews.

I will refrain from all illegal behavior or inappropriate behavior that might detract from the positive image and outstanding reputation of the Austin Swim Club.

I will adhere to all the USA Swimming rules/policies, as well as all local, state and federal laws. This includes not possessing or using alcohol, tobacco or illegal/non-prescribed drugs, nor will I associate with peers who do.

I agree to the rule that at no time will I be in the same room as an athlete, teammate, or school friend of the opposite sex with the doors closed. If an athlete, teammate, or school friend of the opposite sex is in my room, the doors must remain wide open and such person must be out of the room when room check for curfew is administered.

I agree that I will be in my room at assigned curfew where applicable on team trips.

I agree to attend all team meetings scheduled while on team trips and to make all long distance calls with a cell phone, credit (or calling) card or collect.

When applicable, I agree to be polite in restaurants during team meals. If there is a problem with service, I will inform the coach.

My parent(s)/guardian(s) and I will continue to help build and protect the name and reputation of Austin Swim Club throughout the local community, the state and the country.

During the time Austin Swim Club is a visiting team, I agree to abide by the rules, policies and procedures set forth by the host facility.

I agree to keep the facility I practice and/or compete in, clean. I will help my teammates in keeping the pool deck clean as well as items such as gum out of the swimming pool.

I agree to wear team attire at competitions.

***By Submitting Registration you agree to the above Swimmer's Code of Conduct***

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 remain on the team;
2. Temporary or Permanent Suspension from the Team
3. If a Team Travel Trip, swimmer could be sent home at the expense of swimmer/swimmer's family

**Austin Swim Club Parent/Guardian Code of Conduct**

I/We, as parent/guardian member(s) of Austin Swim Club, agree to abide by the standards of conduct outlined below as long as my son(s)/daughter(s) are a member(s) of the Team.

I/We agree to contribute to a positive team atmosphere. I/We understand that complaining on-site, at swim meets or at team functions is NOT allowed.

I/We understand that excessive or continual complaining can result in me/us being asked to leave premises.

I/We agree to allow the coaches to coach. This includes, but is not limited to, not talking to the coach while he/she is coaching a practice or a meet and allowing my/our son(s)/daughter(s) to be with the team at meets.

I/We agree to NOT take video of practice nor take video in the locker room.

I/We understand that I/We am/are not allowed in the rooms of the swimmers during travel meets where applicable. If travel meet is 'on own' and your son(s)/daughter(s) is staying with you, this is not applicable.

I/We agree that communication with the coaches should occur during a mutually convenient time and that I should not expect communication with a coach between the hours of 9 pm and 9 am.

I/We understand that attendance/watching every practice should not occur, especially if my/our son(s)/daughter(s) is over the age of 15. During the time Austin Swim Club is a guest/renter of a facility, I/We agree to abide by the rules, policies and procedures set forth by the host facility.

I agree to abide by the rules, policies and procedures set forth by the Austin Aquatics and Sports Academy center. This will include, but will not be limited to, not being able to be on deck during practice as it is both a liability and safety concern. Additionally, I/We agree to keep the facility my son(s)/daughter(s) practice in or compete in, clean.

I/We understand practice groups will be strictly followed. Austin Swim Club does not allow team members to practice with groups other than the one they have been placed in by the coaches.

I/We understand that I/We CANNOT bring my child to practice with a group that they are not in for any reason. If my child misses their regular scheduled practice time for the day then they will not be able to practice that day.

I/We understand that the coaching staff defines the Age Range Limits with the best interests of the development of the youth swimmer clearly in mind. Therefore, I/We understand that movement from one group to another group of my/our/son/daughter will be up the discretion of the Austin Swim Club coaching staff.

I/We have read, understand and agree to the group progression guidelines, attendance policies, age range policy, and equipment requests set forth by Austin Swim Club.

My son(s)/daughter(s) and I will continue to help build and protect the name and reputation of Austin Swim Club throughout the local community, the state, and the country.

***By Submitting Registration you agree to the above Parent/Guardian Code of Conduct***

## **PURPOSE**

Bullying of any kind is unacceptable at Austin Swim Club (ASC) 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 ASC will not tolerate bullying in any form.
2. To define bullying and give all 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 ASC 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 an ASC Coach;
- Write a letter or email to ASC Coach;
- 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:

### ***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**

- 1. 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.**
- 2. 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.**

**3. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.**

#### **4. 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.

**5. 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.

***By Submitting Registration you agree to the above Policies and Procedures of the ASC Team Handbook***