

## **HAST Workout and Meet Attendance Guidelines**

### **Coaches' Expectations**

Coaches at HAST expect and desire their swimmers to attend, and be on time to all workouts, emphasized meets, and social activities on the HAST calendar. Years of experience have taught them that it takes a tremendous amount of sacrifice, training, and racing over a long period of time to reach one's potential in swimming. Swimmers that give this kind of effort can expect to get better every year, develop confidence in themselves and their teammates, make lifetime friends, develop critical interpersonal skills, and to eventually become the best swimmers that they can be.

### **Attendance Requirements**

Because of this philosophy, but also recognizing the amount of mandatory school, family, church and social activities that require the time and attention of swimmers and their families, Hilltop Aquatics Swim Team requires that swimmers attend at least 75% of the workouts offered, attend a minimum of 2 meets per quarter, and strongly suggest that swimmers also attend dryland sessions, and social activities.

### **Accountability**

The coaches at HAST are accountable for the swimmers' training and safety at workouts, workout and meet planning, remediation of swimmers stroke and training deficiencies, and daily attendance compilation. Swimmers and parents are accountable for their punctual attendance at workouts and meets, for their efforts in training sessions, and to make recommended stroke corrections. Parents are accountable for communication with coaches regarding medical conditions that could affect their safety, training and performance and for fulfilling their team obligations with regards to meets and fundraising. *Because of safety concerns, parents are also required to notify coaches if their swimmer needs to leave workouts early.* Swimmers, parents and coaches are jointly accountable for safety, injury prevention and management, and safety and behavior at USA sanctioned swim meets.

### **How It Works**

Step 1: Coaches will regularly record attendance, and send parents workout attendance reports, so parents can see swimmers' attendance. Parents can also check their swimmer's attendance percentage by using a phone application, "OnDeck Parent," or by checking the Hilltop Aquatic Swim Team website. Instructions on how to use these resources are included in Appendix 1.

Step 2: At the end of each quarter, swimmers whose attendance has fallen below 75% will meet with the coach to discuss any extenuating circumstances regarding their attendance record. They will also work to formulate a plan that is comfortable for the coach and the swimmer to bring attendance up, and that will best accomplish the swimmers' goals. The coaches encourage parents to be part of this process.

Step 3: Coaches will make every effort to help swimmers work through problems associated with their attendance. Also, parents should try their best to schedule activities and vacations around workouts as much as possible.

Step 4: Swimmers will be allowed a reasonable time period to meet their attendance goals or to bring their attendance up to 75%. If there is no resolution, the swimmer may be replaced on the roster by someone on the HAST waiting list.

### **Excused Activities**

The following activities (not all inclusive), will NOT be counted against a swimmer's attendance:

1. Missed practices that are made up at other USA swim club practices (with parental verification)
2. High School swim meets, or other mandatory school functions
3. HAST/USA swim meets, travel, or business
4. Abnormal injury or health issues that preclude the swimmer from training (with parental verification)
5. Family emergencies, etc.

Everyday activities, doctor's appointments, music lessons, colds, etc. are built in to the 25% that a swimmer can miss. Coaches can and will work with parents and swimmers on unexcused absences, including special family vacations if it is felt that swimmers are not trying to take advantage of the policy. Honest communication will always benefit the swimmer.

### **Disruption and Bullying**

Coaches will notify parents if there are unusual circumstances regarding their swimmers, such as bullying, chronic disruption of workouts, chronic tardiness to workouts, continual disrespect for coaches or teammates, or regular failure to complete sets because of bad attitude. Any other unusual actions or circumstances will be reported to parents. Parents will be expected help remediate any behavioral issues with their swimmers.

### **Review**

#### *Coaches' Responsibilities:*

- Take attendance daily.
- Send out attendance percentages to parents regularly.
- Meet with swimmers and parents who don't meet criteria.
- Make good faith efforts to correct stroke mechanics in order to prevent injury.
- Inform parents of unusual circumstances regarding their swimmers.

#### *Parents' Responsibilities:*

- Bring swimmers to practice, or make sure the swimmers get to practice, on time.
- Be aware of their swimmer's attendance at practice and meets.
- Send a note with swimmer when the swimmer needs to get out early.
- Provide the coach with details regarding excused activities.
- Meet with swimmer and coach if needed.
- Help remediate any behavioral issues with their swimmers.

*Swimmers' Responsibilities:*

- Have at least 75% Workout Attendance
- Try hard to make recommended stroke changes
- Ask questions if you don't understand something
- Notify coach and/or parents if they are hurt
- Be a positive representative of the HAST swim club and USA Swimming
- Do your best at workouts

**Appendix 1**

There are two ways parents can check on their swimmers' attendance.

1. The Hilltop Aquatics website. Log in to the website. Then click on "Member Admin." At the top of the right side, click on the "Members" tab. Then click on the "Workout Report" tab. It should then give you a report of the workout attendance for your swimmer(s). You can sort by dates.
2. You can also download the free application "OnDeck Parent" from the Store on your iPhone or Android phone. After you download the app, log in with the same information used to log in on the HAST website. (**ushast** is the club alias) In the lower right hand corner, touch the "Attendance Tracking" tab, and your swimmer(s) name(s) will come up. Touch the swimmer's name to see the attendance. Again, you can sort by date.