

Hilltop Aquatics Swim Team

Disclosure Document

1. Calendar of Meets...

A calendar will be available online at our website www.hilltopaquatics.org or at the coaches meeting with your swimmer's group. Please attend the parents' meeting each coach will set up for their individual groups.

2. Team Information...

We are a team that communicates by EMAIL & text messaging. **You must VERIFY your EMAIL & SMS (cell phone) number in your account on our website.** Please open all emails from the team, so you are informed of all upcoming events, and pertinent information. It takes just a second, and lets the coaches & admin communicate with you concerning all team information, group information, and individual swimmer information!!

3. HAST Concussion Protocol, Code-of-Conduct, Anti-Bullying Policy ...

Hilltop Aquatics Swim Team takes every precaution to ensure the safety of your swimmer! Once-a-year **ALL** Swimmers and Parents ARE REQUIRED to sign our **Concussion Protocol** understanding the possibility of concussions in swimming (as in any sport), and the **HAST Code-of-Conduct** form (which include behavior and apparel guidelines, as per our team and the American Fork Fitness Center). Please read and understand the **Anti-Bullying Policy** HAST upholds. **Bullying of any kind will NOT be tolerated.** These forms and policies, along with additional information, can be found on our website under '[Team Documents and Policies](#)'.

4. Daily Workout Information...

- A. **TEAM SUITS & CAPS & GEAR...** ARE required, and are available at the front desk. **Girls must wear caps and one-piece suits. Tankinis or bikinis are not racing suits, and are not suitable for a swim team workout.** The HAST Swim Team Caps come in two different styles, silicone or latex. **They are required at ALL MEETS for all girls, but optional for boys—although we strongly suggest that boys wear them also for increased speed!** The team suits are long lasting polyester material, made for daily workouts. Please check the "EQUIPMENT CHECKLIST" for additional required equipment that must be purchased **BEFORE** the first day of swim team. *No team gear can be purchased at the Fitness Center the first week of swim team.*
- B. **FITNESS CENTER PASS & ENTRY KEY FOBS...** **Everyone** must have a pass to the Fitness Center for entry into the Fitness Center for workouts. Passes must be purchased **BEFORE** the first day of swim team. *Passes are not available to purchase the first week of swim team.* DO NOT forget to bring your key fob (attach it to your bag) to check in at the front desk. **ASK for the swim team badge holder when buying your pass, to attach your key fob to your bag!**
- C. **PLEASE BE ON TIME...** Swimmers must be in the water ready to swim by at the beginning of their workout time. **If you are more than 10 minutes late, you have missed the warm-up drills and will not be able to work out that day.**
- D. **ATTENDANCE...** Each individual coach will have requirements on attendance to workouts. We want to stress the importance of regular attendance at ALL workouts. Every workout is different. By missing even one workout, you could possibly miss out on important skills. We understand that there are many activities that everyone is involved in, and will not be able to attend some workouts. BUT... we do expect that when you are at workouts, you will give **100% EFFORT!!** Coaches are more pleased with the effort and commitment shown by the swimmer at every workout, than mere attendance. Please keep in mind that if you do not have regular attendance at workouts, you could possibly lose your position in your group on the team. **75% attendance required.**
- E. **NO high school affiliated team wear is permitted at workouts or at meets!!**
- F. **SWIM BAGS...** Have your swimmer take their swim bags on deck with them. Do not leave them in the locker room. We have had problems in the past with theft in the locker rooms.
- G. **WATER BOTTLES...** **Swimmers need to bring a water bottle to workouts with them.**

- H. **DROPPING OFF & PICKING UP YOUR SWIMMER...** When picking up your swimmer from workouts, please DO NOT PARK OR WAIT in front of, or in the Handicap parking stalls in front of the Fitness Center.
- I. **SWIMMERS LEAVING WORKOUTS EARLY...** If your swimmer needs to leave a workout early, they **MUST** bring a note from a parent to get out early for liability issues.
- J. **COACH AVAILABILITY...** Coaches are more than happy to answer any questions regarding your swimmer. Please email your questions to HAST@hilltopaquatics.org and it will be forwarded to the specific coach. Please DO NOT talk to them during workouts!
- K. We also follow the Alpine School District school calendars, and when the schools are out, there will be NO swim team workouts for most groups (except Sr. Gold). Sr. Gold swimmers will usually have a workout. We will sometimes be offering a combined workout for all other swimmers that would like to attend a workout on these ASD days off. Each coach will let their swimmers know if they are having any special workouts during the Christmas Holidays.
- L. DaNene Adamson is the swim team director. Email is the best way to contact her. If you need to get in touch with her, please email HAST@hilltopaquatics.org, (this is the BEST way!), or call 763-3084 x-408 (*but calls are not answered as fast as an email*).

5. **Swim Meet Information...**

- A. **ON THE DAY OF SWIM MEETS --that have been selected by the coaches for our team to attend-- THERE WILL SOMETIMES BE NO SWIM TEAM WORKOUTS (EXCEPT SR. GOLD).** There still will be swim team workouts for each group for other non-selected meets on the calendar, UNLESS a **majority** of swimmers from each particular group have signed up to attend the meet. This particular coach needs to attend the meet with the majority of their swimmers. The coach will inform each particular group if this situation occurs.
- B. **MEET ENTRIES...** **MUST be done online and ON TIME!!** The meet information will be on our website at www.hilltopaquatics.org. Click on the "MEETS/EVENTS" tab on the home page, and then click on the "Meet Name" that you want to enter. You must be registered online for your swimmer to attend any meet. Make sure to SAVE your meet entry information, and then go **BACK IN** to the specific meet to check that your entry has been entered correctly. ALL meets will have entry fees. Late entries may not be accepted or will have a late fee. All meet information will be sent by email. All meet entry information will hopefully be out at least one week prior to the meet deadline, BUT must be turned in by the entry deadline.

MEET ENTRY DEADLINES:

- **EARLY ENTRY DEADLINE DATE** is the first date listed in the meet information. We are hopeful that all early entries will be accepted into the meet.
 - **LATE ENTRY DEADLINE DATE** is the second date listed in the meet information. These entries have been entered *after* the early entry deadline date AND will have a LATE FEE assessed to your account. These entries will be sent to the host team, but may or may not be accepted if their meet is full.
 - **SCRATCH DEADLINE DATE** is the last day a swimmer can take themselves out of the meet for a full refund. You will not be charged for the meet if you take your swimmer completely out of the meet by this deadline. Please go back in and check to make sure your swimmer has been taken out of the meet, and does not show any entries. Otherwise, any scratches after this date will be charged the meet entry fees.
 - **DECLINED ENTRIES** will not be accepted, sorry.....
- C. **PARENT HELP AT HOME MEETS...** We need every parent to help at the home meets. When you sign up your child for a home swim meet, you will also need to sign up yourself for a work shift. Please go to our website www.hilltopaquatics.org and find the specific home meet, then follow the "JOB SIGNUP" link to sign up online for parent help at the meet! Please understand that this is a necessary part of swim meets and if everyone does their part, it makes it easier for all. Please help us out...if your child is swimming in one of the last events, please sign up to help for the second half of the meet, so that we have enough help to finish out the meet. **You MUST stay for your whole time shift (either full or 1/2 shifts), even if your swimmer is through with their events!!** Expect the meets to last about 4 hours.

At **AWAY MEETS**, we also need parent volunteer help. All parents of swimmers attending an away meet will also need to sign up to have a timing shift at the away meet. This job sign-up is also online associated with the particular away meet.

- **JOB SIGN-UP DUE DATE** is the last day job assignments will be open for signups. By not signing up for a JOB ASSIGNMENT by the due date, you will be charged for us to "hire someone for you". We need to be able to get all spots filled before a meet begins. You will not be able to change assignments after we have filled your assignment.
- D. **PARENT CHECK-IN AT MEETS...** As you come to warm-ups there will be a check-in table, in which a parent needs to check-in to let us know you have arrived to fulfill your assignment. As you check-in, you will receive a meet program. Swimmers' need to be in the water for warm-ups, and CANNOT check in for their parents.
- E. **MEET SCRATCH & NO-SHOW POLICY:** At any time BEFORE the day of the meet, if you are unable to attend the meet, please email the team and let us know to SCRATCH you. **After the WITHDRAW deadline your entry fees will not be reimbursed.** However, if you just do not show up at the meet, you will be charged an additional "NO-SHOW Fee" of \$25.00.
- On the day of the meet, if you are going to be late or cannot attend, contact (call or text) the coach **at the meet** BEFORE the warm-ups BEGIN. Meet information will be emailed to you about a week before the meet, that will include the coach's name(s) and cell phone #'s that will be attending the meet. These are also listed on our website.
 - Check in with your coach at the beginning of warm-ups or you will be scratched.
 - **POSITIVE CHECK-IN.** If a meet has a POSITIVE CHECK-IN (for the meet OR for individual events), you MUST check-in to be able to swim in the meet or (usually) just longer events.
 - On the day of the meet, any NO-SHOWS (NOT showing up at the meet) will be charged \$25.00. Which means..... a coach did not scratch you before the beginning of the meet because you did not contact any coach ATTENDING THE MEET, to let them know you were not coming, or sick, etc.
- F. **ADDITIONAL AWAY MEET ENTRY FEES:**
- **ENTRY FEES FOR OFFICIALS.** We waive our OFFICIALS fees for all meets they officiate. To help offset "waiving the fees" of HAST Officials that attend AWAY meets, the following fees will be included in AWAY MEET FEES only:
 - an extra \$.50-\$1.00 per event
 - plus an additional \$2.00-\$3.00 to the surcharges.
 - These additional FEES (included in the ENTRY FEES posted) usually still do not cover the total amount owed to the AWAY TEAMS, for our officials. The Booster Club makes up the difference. We appreciate the many hours our HAST officials are on deck (representing our team) at each meet!
 - **TRAVEL MEETS** will have an additional fee for coaches **per diem**, usually between \$10-\$25 per swimmer for travel meet expenses for the coaches attending the meet. This fee will be calculated and divided between the # of swimmers attending this particular kind of meet. The fee will be added to your account after the meet.
- G. **REPORT TO COACHES...** After your child has raced, please make sure they go talk to the coaches. The coaches are busy watching EACH race and will not be able to find your swimmer to talk them. Teach your swimmers this concept of talking to the coaches immediately after each race they swim.
- H. **MEET ATTENDANCE...** **Any meet that your swimmer attends, they MUST wear the HAST TEAM SUIT (or team approved racing suit) and TEAM CAP - boys included. *NO high school affiliated team wear is permitted at workouts or meets!*** Your swimmer is strongly urged to attend all meets that the coaches have outlined as the important meets that our team is supporting. It is also a team rule that each swimmer MUST attend at least TWO (2) meets per quarter. Attending meets is the exciting side of competitive swimming! Plan your activities to include the swim meets, so your swimmer can reap the benefits of daily workouts.
- **STATE MEETS ARE REQUIRED!** Swimmers **MUST** attend the meet that they qualify for **in both the SHORT COURSE and LONG COURSE seasons.**
 - **1) Beehive Finale State Meet, 2) Senior Championship Meet, or the 3) AGE GROUP Championship State Meet**
- I. **"PERSONAL BEST TIME" RIBBONS...** will be given in addition to the place award ribbons for home meets at our pool. These ribbons show personal improvement, which is really what competitive swimming is all about!! Make a big deal about these ribbons with your swimmer.
- J. **DQ's...** Disqualification's in a meet is a fact of life in swimming. It **WILL** happen, and it happens to everyone! But it doesn't need to be an unpleasant experience! Be very mindful that this is a learning opportunity and prepare your swimmer in advance. Coaches will handle DQ's by explaining what the swimmer did wrong with

their stroke and talk about what to do from now on to fix it. Please be supportive and not critical of your swimmer.

- K. **MEET RESULTS...** will be posted on the HAST website. Just go to www.hilltopaquatics.org and hover over the "RESULTS/TOP TIMES" tab on the home page, and then click on the "Meet Results" tab scroll to find the name of the meet you want for results.
- L. **OFFICIALS...** We need officials! If you would like to be an official, please let DaNene know ASAP. We will be having official's clinics throughout the year. If you are willing to become an official for us, you DO NOT have to pay any entry fees for the swim meets!!!
- M. **CONCESSIONS AND THE HAST PRO-SHOP...**
- Limited Concessions will be available during the short course season (while bubble is up). No food can be taken on the deck. Concessions will be offered at all outdoor meets and will usually offer hot dogs, pizza, nachos, veggie trays, drinks, chips, etc.
 - The HAST Pro Shop has a variety of swim suits, goggles, t-shirts, etc. for your swimmer's needs.
- N. **PUBLIC SWIMMING...** The pool is **NOT OPEN** to swim team families during meets. You may pay for admittance and receive a wristband at the front desk. Also, no children under 9 are allowed in the pool without an adult **in the water with them.**

6. HAST Annual Fund-Raising Requirements of EACH Family...

Please be familiar with the fund-raising requirements of EACH family that participates with our team. This is printed as the last page of this document, and can be found at our website.

7. Nutrition and Hydration...

Parents.....please make sure your swimmers have had a sufficient breakfast or lunch (depending on workout time) and are well hydrated [drinking lots of water] throughout the day. Their stamina and performance at swim team workouts and throughout the day can usually be directly related to how much water they are drinking and how well they are eating at home. Swimmers can dehydrate at workouts, (even though they are in the water), which can lead to them being extremely tired and lethargic at home. A swim team workout should wear them out a bit, but extreme tiredness can be a symptom of dehydration. **Swimmers need to bring their water bottle to workouts with them.**

8. HAST Booster Club....

The HAST Booster Club is our parent organization to help the coaches in anyway needed. They also provide the Pro Shop and concession stand during our meets, provide parties & banquets for our team, etc.

The HAST Booster Club Board consists of: Kathy Mickelson (512-653-6968), Suzanne Hill (801-358-2705), Kristen Johnson (801-360-9691), & Richard Stauffer (801-362-8481). These parents are the liaison to the coaching staff and Am. Fork City. If you have questions, concerns, problems, etc., please contact one of these wonderful parent representatives to voice your concerns, suggestions or compliments!!

We also have a NEW PARENT COORDINATOR, Lisa Olsen lolsen@byu.net Please contact her with any questions you might have about swim team!

***We want every swimmer to have a wonderful
Swim Team experience!***

Thanks for supporting our Hilltop Aquatics Swim Team at the American Fork Fitness Center



HAST Annual Fund-Raising Requirements of EACH Family

\$125.00 per year

The teams' Booster Club budget relies solely on fund-raising. A small budget from the city was approved but is very limited and does not provide any money for new equipment or maintenance of old equipment. To help the team succeed with needed equipment, supplies, etc., EACH family that has a swimmer on our team for more than 3 quarters in a year (Sept. to Sept.), **and/or is currently enrolled in the Summer Qtr.**, will be responsible for a specified amount, set by the coaches on a yearly basis, in the Fund-raising efforts of our team. This can be accomplished by donating service through volunteer hours at specified meets or a cash equivalent of donated hours.

Red, White & Blue Meet Fund-raiser...

We have established the **HAST Red, White & Blue Meet** as one of the premier and most anticipated swimming events in the state! Our annual meet attracts 25+ teams bringing over 700 swimmers to our pool and is our biggest fund-raiser of the year. It usually falls between the end of June to either the first or second week of July (depending on State Meet requirements). Please plan family activities around this meet. It consists of a Summer League Meet, Mini-Meet, B/C Meet, and an Invitational Meet over 4 days.

The Red, White, and Blue Meet is the team's **ONLY** major annual fund-raiser. Because our Red, White & Blue Meet is the primary fund-raiser we do as a TEAM and the whole team benefits on a yearly basis, participation is **EXPECTED** by each family of HAST either with donated service hours & food at the meet or a cash equivalent (of donated service hours & food donations). The proceeds from this meet sustains the team, through Booster Club Funds, financially throughout the whole year. We ask time donations from each family at the Red, White & Blue meets -- TWO 6-hour (approx.) shifts -- in way of service (only adults or 16 & older responsible family members can provide service) at the meet; **AND** food donations -- three items -- to help feed all of the coaches, officials, etc., and to sell as concessions. **A SIGN-UP deadline for SERVICES &/or FOOD DONATIONS will be announced, and any changes after this date will incur a \$25 CHANGE FEE.**

***We anticipate ALL parents of our swimmers will participate with time AND food donations at the Red, White & Blue Meets because the profits from this meet benefits ALL SWIMMERS throughout the coming year.**

However, if participation in the Red, White & Blue Meet by you and your swimmer is not a possibility because of vacation plans, illness, injury, unexpected circumstances or any other reason, a family may donate \$125.00 as the cash equivalent of the donated service hours and food donations by the other families of our team. The amount of \$125.00 as the cash equivalent has been determined from previous Red, White & Blue Meet proceeds divided by the number of families on the team. The amount of \$125.00 may be paid in lieu of participating in the TEAM fund-raising project of the Red, White & Blue meet. If your swimmer is taking the summer quarter off, but otherwise swims the rest of the year, this Family Fund-raising Requirement will still be in effect, and you will need to pay the \$125.00 for Team Fund-raising, by September 1st in lieu of not participating in the Red, White & Blue Meets, for your swimmer to continue participation on the team.

To maintain an even commitment from ALL families of the HAST swim team, at the beginning of the Summer Quarter (June - August), your family account will assessed the \$125.00 Fundraising requirement. After your participation in the Red, White & Blue Meets, one of the following will occur:

1) For your **COMPLETED** service and food donations rendered at the meets, **your account will be cleared of the \$125.00 fundraising commitment** and with many thanks from the coaching staff, your Annual Fundraising Requirement will be fulfilled.

–OR–

2) In lieu of **NOT PARTICIPATING** in the TEAM fund-raising project of the Red, White & Blue meets, the \$125.00 Annual Fundraising requirement will be left in your account for **automatic withdrawal** from your credit card in your account on **August 1st**. Your account must be paid in full BY August 31st, before your swimmer can continue swimming with our team.

–OR–

3) **INCOMPLETE** service & food donations will also result in your Annual Fundraising fee of \$125.00 left in your account with adjustments made to this fee for the portion of your completed service & food donations. The services and food assignments are prorated as follows: 1) Services \$50.00 each, and 2) the incomplete food assignments, \$10.00 ea. If you do not fulfill your assignments, for whatever reason, you will be charged. The prorated amount of the Annual Fundraising fee will be left in your account for **automatic withdrawal** from your credit card in your account on **August 1st**. Your account must be paid in full BY August 31st, before your swimmer can continue swimming with our team.

- » ***If you DO NOT show up for your service the day assigned, the charge will be \$75.00. If you are LATE for your shift OR LEAVE EARLY from your shift, you will be replaced and charged \$75.00.***
- » ***If you DO NOT bring your FOOD ITEM on day/time ASSIGNED, you will be charged \$15 for each item not received on SPECIFIC DAY/TIME assigned.***
- » ***It is YOUR responsibility to fulfill your assignments completely.***

Our team has the most dedicated and supportive parents of any team in Utah! We recognize and appreciate your willingness and many service hours throughout the year to help our team. We appreciate your acceptance of this policy so that the burden of running a meet this size is distributed evenly throughout all families on our team. We realize this is a big commitment (in time and money), BUT for us to be able to do this kind of a fund-raising project just once a year that helps our team financially throughout the whole year is an invaluable opportunity for our team. Besides.....it's FUN!!

~HAST Coaching Staff