

Norwin Aqua Club  
Policies and Procedures  
Revised September 12, 2023

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# MISSION STATEMENT

The Norwin Aqua Club (NAC) is designed to promote and develop competitive swimming for the benefit of swimmers of all ages and abilities. The club operates under the rules set forth by USA Swimming, Allegheny Mountain Swimming, and the NAC Board of Directors.

NAC is open to all swimmers that meet the criteria set forth by the club. NAC will only accept up to 10% of its current roster of swimmers from outside the Norwin School District. NAC conducts a year-round swim program with scheduled breaks throughout the year. The primary purposes of NAC is to act as a feeder program for the Norwin School District, to promote swimming proficiency; developing a healthy lifestyle for children, and helping the community through educational and safety programming. Encouraging the promotion of academic excellence through the practice of discipline, these ideals will allow NAC to compete on a local, regional, and national swimming level.

# POOL USE

NAC works in cooperation with the Norwin School District Administration, the representatives are the Superintendent, the Athletic Director, and the High School Principal. Currently the Athletic Director acts as the liaison between NAC and the Norwin School District Administration. All requests and correspondence should go through this office.

NAC must have the approval of the Norwin School District to use the High School pool. Regular practices, extra activities such as Learn to Swim, home swim meets, or additional practices will require separate approvals. This can be done by the BOD emailing the Athletic Director and then submitting approved requests into the Norwin Facilities Scheduler.

# TEAM COLORS

NAC's team colors are blue and gold and are registered with Allegheny Mountain Swimming as such. Team suits and styles are subject to change periodically but the colors will remain blue and gold. While team suits are not mandatory, it is preferred that the team suit be worn at meets if possible.

# SCHOOL CLOSINGS

There will be no swimming during the Norwin School District year when Norwin High School is closed unless previous arrangements have been made with Administration. If school is closed due to inclement weather or a High School emergency, NAC will not have practice.

# PRACTICE

- Swimmers with the NAC program are encouraged to attend as many practices per week as possible to maintain their level of swimming. Those swimmers wishing to show a significant improvement are encouraged to attend every practice.
- While swimmers are at the pool they will be expected to behave in a proper manner during all practice sessions. The coaching staff shall have the authority to direct any disciplinary actions warranted. See Code of Conduct for additional explanation.
- If parents/guardians have a question or concern and need to talk with the coach, please attempt to speak with them before or after practice. Parents/guardians are not permitted on the pool deck other than using it for a pathway to the stands when no other option exists.
- Parents bringing younger children with them during practice sessions must be responsible for their child's behavior. Siblings and swimmers arriving early for practice must stay in the bleachers. We are not permitted to allow running or ball playing in the halls. We are also not permitted to play in the gym across from the pool. Parents/guardians will be held financially responsible for any/all costs associated with damage done to school property by swimmers or siblings of swimmers (i.e., Fire alarms, broken windows, etc.)
- Parents will please refrain from coaching their swimmers from the stands. Parental interference will not be tolerated during practice sessions.
- Parental behavior and cooperation will be the determining factor as to whether practice sessions will remain open or closed.
- We are not permitted to park on the band practice field during band season, the spots reserved for the Athletic Director, or in the loading dock. The police will ticket vehicles parked in handicap areas without proper tags and those parked around the circle.
- When dropping off a swimmer for practice, please make sure a Coach is present and that practice will be held before leaving the pool area.
- After practice all swimmers will be asked to remain inside the building until their transportation arrives. We do not want our swimmers outside the school after dark unsupervised.

# SWIM GROUPS

NAC is divided into multiple group levels based upon ability decided by the coaching staff.

# COACHES

- The NAC coaching staff consists of a Head Coach and Assistant Coaches. The Head Coach is responsible for the scheduling of coaches at all NAC practices, meets, and all team functions and programs.
- The NAC Head Coach is responsible for giving the Board of Directors a proposed practice schedule.
- Coaches will have full authority to direct all disciplinary actions warranted during practice sessions. The NAC Board will be kept informed of any major discipline issues.
- Coaches may encourage swimmers to join Allegheny Mountain Swimming (AMS).
- A NAC registered Coach must be present at all AMS meets unless another team is prepared to take responsibility for the NAC swimmers attending the meet.
- The NAC Board will encourage all NAC coaches to attend coach's clinics throughout the year. Before attending any clinic, the coach will have to give an estimated cost and the anticipated subject matter to the Board in order for NAC to pay for the clinic.
- All NAC coaches will be paid based upon either an hourly rate or a salaried bi-weekly rate.
- All NAC coaches may be reimbursed based on NAC Board approval, for expenses/bills incurred on behalf of NAC. Expenses over \$200 must be pre-approved. All expenses/bills must have a receipt.
- New coaches will have a minimum 6-month probationary period which will not exceed 1 year. The NAC Board reserves the right to dismiss a coach during that probationary period. After the 1-year probation period, the NAC Board will institute a review committee to handle any coaching infractions. The NAC Board must meet, discuss, and approve all dismissals.
- It is the right and responsibility of the NAC Board to hire and release coaches that are employees of NAC.
- The performance of all coaches will be reviewed twice yearly by the NAC Board.
- The Head Coach has the authority to speak with potential new coaches of NAC. All interviews are to be done with the Head Coach and a minimum of 2 Board members present.
- All assistant coaches must report directly to the head coach.

## REGISTRATION

For each new session parents/guardians will be required to: complete a new registration online and pay the designated dues and fees for all registering swimmer(s). A parent/ guardian must be present on the first day the swimmer(s) attends practice. The above must be completed before the swimmer(s) can participate in team workouts or compete with NAC. If a member of NAC leaves the team from one registration session to another, team roster spots cannot be guaranteed. If a swimmer wishes to return to the club, and team roster spots are open, they may re-register. Depending on the length of time the swimmer has been away from NAC, a tryout may be necessary. Any swimmer 18 years or older must have proper clearances per PA state guidelines to enter the water with NAC swimmers. If the swimmer is registered through USA Swimming they must have the required SafeSport trained Core Course completed.

# DUES

- It shall be the responsibility of the NAC Board to determine the clubs assessed dues.
- Dues are non-refundable. However consideration will be given for a medical condition, and any rebate/credit will be based on a prorated formula. The board will require a written document by a physician as to the nature and extent of the injury. A review will be conducted and voted upon by the Board. A decision will be made at the next scheduled Board meeting. All requests must be received within ten days of a major injury or condition.
- It shall be the responsibility of the club Treasurer to bill each family according to the current session. Payment is required for a swimmer to remain an active member of NAC.
- The NAC Board will handle delinquent accounts. The Treasurer will make the Board aware of all delinquent accounts. This information will remain confidential. The Board and Treasurer will attempt to make arrangements with the family involved to bring their account up to date. If the family makes no effort to pay the amount due by the due date, the swimmer will be suspended from attending all practice sessions, all meets, the banquet, and other team functions.
- If a swimmer(s) is given the opportunity to move up a level within the first 2 weeks from the start of a session the cost difference will be due in full within a week of leveling up. If a swimmer(s) is moved up after the 2nd week of a session no additional payment is needed in that session.

## MULTI-SWIMMER FAMILY DISCOUNTS:

The multi-swimmer family discount is a 10% discount applied to each registered swimmer. This discount is in effect only when the club is swimming at the Norwin High School pool.

## PRO-RATING

NAC encourages all swimmers to sign up in a timely manner for each swim session, and to participate fully in each session. Below are guidelines regarding late registrations:

1. No pro-rate is available within the first 3 weeks of any swim session that runs for 9 weeks or longer. Any weeks missed must be consecutive.
2. There is no pro-rate available for swim sessions that are 8 weeks or shorter unless the swimmer is new to the sport or transferring from Aqua Academy.
3. There is no pro-rate for weeks that are missed in the middle or end of the session.
4. There is no pro-rate of any kind if a Varsity or Middle School discount has already been applied
5. Any swimmer registering after the third full week of a session will pay their weekly rate for the number of weeks that they will be swimming that session plus a **\$25 penalty fee**.
6. No penalty will be assessed for partial sessions for swimmers who are new to the sport, or who are joining from Aqua Academy.

# VARSITY SWIMMERS

High School Varsity swimmers that are practicing with their school teams during their official Varsity swim season may register with NAC to be eligible to swim in AMS and/or Chestnut Ridge League meets. Swimmers may pay a reduced rate for the session that coincides with the official Varsity swim season. The Board will review the reduced rates each year, taking into consideration if Varsity swimmers are practicing with NAC, the number of swimmers, etc. In addition, swimmers participating in AMS meets will also pay the AMS registration fee and the NAC-AMS coaching fee for each meet. Swimmers must be USA Swimming registered and have paid their membership fee to participate in any AMS meet.

# COLLEGE SWIMMER MEMBERSHIP

To be eligible to register with NAC as a college swimmer the following criteria must be met

- The swimmer must be currently enrolled in college and be on the competitive roster of the school, or they must present a letter from the college Coach on college letterhead. The letter should be sent to the Norwin Aqua Club stating that the swimmer is a member in good standing of the collegiate team.
- The swimmer must have been a member of NAC in good standing for at least one year in either their junior and/or senior year of high school.
- The swimmer must have no outstanding obligations or disciplinary action to NAC.
- The swimmer must pay a \$5.00 registration fee for each session (Fall/Winter) in which they participate. Full registration fees will apply for the summer session.
- Any College swimmer 18 years or older must have proper clearances per PA state guidelines to enter the water with NAC swimmers. If the swimmer is registered through USA Swimming they must have the required SafeSport trained Core Course completed.
- The NAC Head Coach will keep a roster of all eligible college swimmers.
- The swimmer must agree to proper behavior as monitored and policed by the NAC coaching staff in addition to the organization's Bylaws and Policies and Procedures.
- Swimmers will be allowed to practice subject to lane availability as determined by the coaching staff.
- College Swimmer Membership does not allow for any voting rights at the annual meeting, or entitle the College Swimmer to banquet attendance or gifts.

- Swimmer must be USA Swimming registered.
- College Swimmer Membership does allow the swimmer to be coached at any USA Swim Meet by NAC certified coaches when the college coach is not present.

## NON-NAC SWIMMERS

A non-NAC swimmer who chooses to swim in competitive AMS or Chestnut Ridge meets under the name of NAC must become a member of NAC in order to do so. They must pay the required NAC and/or AMS assessments prior to entering a meet.

## FUNDRAISING

Parent/Guardian understands that the registration fee does not cover 100% of the costs of Norwin Aqua Club's operational expenses. Therefore, a designated fee per family as decided upon by the board is paid by check or cash. This will be due the first day of swimmer participation in the current session. There will be opportunities throughout each session to recoup up to the full amount of the fundraising fee in cash/club credit.

## CHESTNUT RIDGE AND INVITATIONAL MEETS

Meet-eligible swimmers can register to swim at Chestnut Ridge meets by signing up on the team website. Meets will be listed under the Events tab. If a swimmer is unable to attend a meet that they have registered for they must inform a coach at least 2 hours prior to the start of the meet.

## VOLUNTEERING

Every Norwin Aqua Club family has the obligation to volunteer throughout each session. Volunteering can be filling positions at swim meets, helping on active committees, or any other opportunity given by the club. Volunteer obligations can also be met with In-kind contributions.

# ALLEGHENY MOUNTAIN SWIMMING ACCOUNT

AMS meet fees are funded solely from the AMS account. No general membership money is contained in this account. This is a separate bank account from the general membership account and falls under the direction of the AMS Director. Each AMS registered swimmer is assessed an annual AMS registration fee (subject to change) which is paid to USA Swimming/AMS each September. They will also have a separate NAC AMS-registration fee (subject to change) per session.

An AMS registered swimmer shall pay their individual and relay fees out of their own AMS account. Active AMS swimmers are required to keep a \$50.00 balance in their account, with an extra \$25.00 for each additional swimmer per family. The AMS Director will notify AMS families when their account is below the required minimum balance. This account must remain positive at all times. If an account is delinquent beyond 30 days, the swimmer(s) will not be permitted to swim in future AMS meets until the AMS account is brought back to a positive account balance. There are no exemptions from USA Swimming/AMS fees. The AMS Director is required to have his/her books audited by the NAC Treasurer on an annual basis.

## AMS REGISTRATION

All AMS swimmers are required to be currently registered with USA Swimming/Allegheny Mountain Swimming to participate in sanctioned meets. When registering your swimmer make sure all the information is correct. If there is an error, the AMS Director will contact the parents as soon as possible.

NAC will pay the USA Swimming/AMS memberships fees for all meet officials. NAC is required to have a minimum of 1 registered AMS official per 50 swimmers to remain in good standing with AMS. NAC will reimburse fees for all meet officials for the required USA Swimming administered criminal background checks.

## AMS TEAM TRAVEL POLICIES

NAC will adhere to the required travel policies of USA Swimming.



# AMS EXPENSES FOR ZONES FEES, SECTIONALS, NATIONALS, ETC.

- The entry fees and accommodations for these meets are to be paid for by the competing swimmer(s). Due to the short notice given, and the high cost of these events, NAC may be willing to advance the necessary entry fees only, which are to be paid back to NAC within a three month time period. A repayment schedule will be established when these funds are advanced. No swimmer may receive a second advancement until any previous advancement is repaid in full.
- Coaches' expenses for team trips, Nationals, Sectionals and other trips that require a coach to accompany the swimmers will be taken out of the NAC General Fund.

## AUDITING

The NAC Board will conduct the audit of the Treasurers books on an annual basis. The audit will take place before the budget for the upcoming year is proposed. The AMS and Ways and Means Representatives will have their books audited by the Treasurer and an audit committee appointed by the Board, on an annual basis.

## BONDING

The Treasurer shall be bonded for a minimum of \$25,000 and the USA Swimming/AMS Director may be bonded for up to \$2,500 if necessary.

## REIMBURSEMENT

Any member of NAC who incurs a bill for the following reasons may be reimbursed upon presenting a receipt to the NAC Treasurer.

- The Head Coach and any committee member may purchase supplies for NAC that total \$200.00 or less without Board approval. Receipts must be turned in for reimbursement. Any purchases over \$200.00 must be submitted to the NAC Board for pre-approval.
- Members who mail correspondences on behalf of NAC will be reimbursed upon showing a postal receipt.
- Committees requiring the disbursements of NAC monies must present the Treasurer with a budget, anticipated income, and/or expenditures.

# WORK DONE ON BEHALF OF NAC

The following procedure will be followed when seeking outside help for work done on behalf of NAC:

- The NAC Board will require at least two written bids for any potential projects it deems necessary.
- These bids must be submitted by the person(s) interested in performing the particular work requested.
- The selected individual(s) will be reimbursed for services rendered providing that:
  - a) The individual(s) performing the service indicates that they wish to be reimbursed
  - b) The individual(s) to be reimbursed submits a statement with the number of hours of work performed on the approved service.

# NAC ANNUAL BANQUET

- Budget permitting, NAC will hold its annual banquet at the end of the winter season. The NAC Board will determine the date and place. To be eligible to attend the NAC banquet swimmers must have their dues in good standing and be on the current NAC roster.
- Voting for Board of Directors members will take place at the annual banquet; only the parents or guardians of a registered swimmer will have the right to vote (voting may take place by proxy).
- Senior (12th grade) NAC swimmers will be recognized at the NAC banquet.
- Awards will be determined by the NAC Board/Coaches on an as needed basis.

# PARTIES

Budget permitting, the NAC Board will announce the location and date of any team parties. Parties will fall under the direction of the Vice President/Social Committee. A nominal fee per family may be charged.

# CODE OF CONDUCT

NAC will adhere to the USA Swimming Code of Conduct Article 304 located at [www.usaswimming.org](http://www.usaswimming.org). Additionally, the following Code of Conduct responsibilities are to be followed:

## Swimmer Responsibilities/Athlete Code of Conduct

- To be a responsible goodwill ambassador for NAC and the sport of swimming and conduct themselves with dignity.

- To exhibit good sportsmanship at all times and strive to become a better athlete.
- To respect the authority of the coaches and meet officials.
- To promote positive team spirit and be a positive role model for younger swimmers.
- To make coaches aware of their whereabouts at all times during a meet by remaining in the pool deck area.
- To maintain a clean and litter free pool deck area during home and away swim meets.
- To remember that no “deck” changes are permitted. Swimmers are expected to use available changing facilities.
- To respect the rights and property of others, and to accept financial responsibility for any property that they may damage or lose.
- To be considerate of teammates and others by being quiet during practice sessions while the coaches are speaking.
- To cooperate in setting up and cleaning up of equipment as assigned to swim groups each practice session by the coaching staff.
- To refrain from the use of all controlled substances, alcohol or tobacco.
- To understand that failure to comply with the Code of Conduct as set forth may result in disciplinary action as determined by the coaching staff, the NAC Board of Directors and/or USA Swimming Board of Review.
- To respect others by not using inappropriate language or having conversations that are inappropriate in nature.
- To be present on the pool deck only while practicing or preparing to practice and refrain from socializing on the pool deck.
- To understand that the use of audio or visual recording devices, including cell phones, is not permitted in changing areas, rest rooms, locker rooms or behind the blocks. To understand that if it is proven that the swimmer has taken pictures of themselves or any other swimmer in these areas that they will be dismissed from the team immediately.
- To understand that NAC has no tolerance for bullying of any kind.
- To understand that failure to comply with the Code of Conduct as set forth may result in disciplinary action as determined by the coaching staff, NAC Board of Directors, and/or the USA Swimming Board of Review. Disciplinary action may include immediate dismissal from any NAC practice/activity/meet or suspension for a longer period of time given the nature of the incident. Suspensions will be determined by the NAC Board of Directors and no refund or reimbursement of fees will be allowed.

## Parent Responsibilities:

- Parents should make every effort to have swimmers attend as many practice sessions as they are able.
- Parents are required to read and understand the Policies and Procedures set forth by NAC.
- Parents are financially responsible for the payment of dues and/or AMS fees. Dues must be paid on time. Failure to do so will result in the suspension of the swimmer until the dues are paid.
- Parents are requested to participate in the various committees that are needed to keep the club running. To be eligible, all volunteers must have any USA Swimming required clearances on file with the club. If parents do not volunteer, the Club officials may assign them to a committee.
- Parents are encouraged to actively participate and be financially responsible for all fundraisers.

- Parents should understand that disciplinary actions resulting from failure to comply with the swimmers responsibilities may result in necessary actions by the coaching staff and the NAC Board.
- Parents should always conduct themselves in a respectable manner. We represent the Norwin Aqua Club and must act appropriately.
- Parents must remember that no photographs or video can be taken of any swimmer while the swimmers are behind the blocks. This applies whether the parent is volunteering on deck or viewing from the stands. This applies at all meets and practices, whether they be at home or away.

## Board Responsibilities:

- Members of the NAC Board shall maintain a level of professionalism.
- Board members are to make policy and decisions that benefit the entire team.
- Board members are to remain unbiased in their decisions.
- Board members are required to attend the monthly Board meeting.
- Board members must remain a member in good standing with NAC.
- Board Members may chair a sub-committee to conduct NAC business.
- Board Members must have any USA Swimming required clearances on file with the Board Secretary.
- The NAC Board reserves the right to ask for the resignation of any Board Member due to illegal, irresponsible behavior resulting in damage to the NAC or its members.

## ACCIDENT REPORTS

- Any injury that occurs during a practice session and or sanctioned meet shall require an injury/accident report be completed ASAP.
- All accident reports are to be filled out by those who witnessed the incident. Forms are to be returned to the NAC president within 24 hours of the occurrence. Reports will be kept on file for a minimum of one year.
- A follow up phone call may be made to the injured party to check on their condition.
- If necessary, the proper forms will be filed with the insurance company or companies involved.
- Catastrophic injury claims shall be submitted to the NAC Board on an individual basis.

# INSURANCE

NAC is required to carry an individual and a USA Swimming insurance policy on the team. The Norwin School District, and any other facility that the club uses on a regular basis must be given a copy of the current insurance policy as soon as it is received.

# BULLYING

Bullying of any kind is unacceptable at Norwin Aqua Club, and it 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 these 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 NAC'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 an 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 clearly state how to report bullying.
5. To spread the word that Norwin Aqua 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. 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:

- causing physical or emotional harm to the other member or damage to the other member's property

- placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property
- creating a hostile environment for the other member at any USA Swimming activity
- infringing on the rights of the other member at any USA Swimming activity
- materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC)

## REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents.
- Talk to a Club Coach, Board Member, or other designated individual.
- Write a letter or email to the Club Coach, Board Member, or other designated individual.
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and that the bullying behavior can be stopped as soon as possible.

## ELECTRONIC COMMUNICATION POLICY OF NAC

The Norwin Aqua 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 we acknowledge the value of these methods of communication, NAC 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
- inappropriate or sexually explicit pictures

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 **T**ransparent, **A**ccessible and **P**rofessional.

**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. Communication must 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 **TAP** criteria, then it is likely your method of communication with athletes will be appropriate.

## SOCIAL MEDIA

NAC will adhere to the USA Swimming policies for social media and communication.

\*\*\*The members of the NAC Board of Directors will review this policies and procedures manual annually, and they reserve the right to make modifications and amendments as they view necessary. This manual will supersede all other rules, guidelines and/or policies herein not mentioned.