

**NORTHWEST ARKANSAS AQUATICS  
PARENT HANDBOOK  
2023-2024**





# 2023-2024 NWAA PARENT HANDBOOK

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**COACHES**

- Mark Gole                      Head Coach/CEO                      [coachmark@nwaasharks.org](mailto:coachmark@nwaasharks.org)
- Eric Paden                      Head Age Group Coach/COO                      [coacheric@nwaasharks.org](mailto:coacheric@nwaasharks.org)
- Trey Roggenstein              Head Senior Development Coach                      [coachtrey@nwaasharks.org](mailto:coachtrey@nwaasharks.org)
- Hannah Luce                      Assistant Coach                      [coachhannah@nwaasharks.org](mailto:coachhannah@nwaasharks.org)
- Cameron Wright              Assistant Coach                      [coachkameron@nwaasharks.org](mailto:coachkameron@nwaasharks.org)
- Liz Braun                      High School Group                      [coachliz@nwaasharks.org](mailto:coachliz@nwaasharks.org)

**BOARD OF DIRECTORS**

- BriAnna Gogel                      President                      [president@nwaasharks.org](mailto:president@nwaasharks.org)
- Mark Gole                      Head Coach/CEO                      [coachmark@nwaasharks.org](mailto:coachmark@nwaasharks.org)
- Bryan Carlson                      Vice President                      [vicepresident@nwaasharks.org](mailto:vicepresident@nwaasharks.org)
- Shanna Workman              Secretary                      [secretary@nwaasharks.org](mailto:secretary@nwaasharks.org)
- Kari Penturf                      Treasurer                      [treasurer@nwaasharks.org](mailto:treasurer@nwaasharks.org)
- Casey Milford                      Fundraising Chair                      [fundraising@nwaasharks.org](mailto:fundraising@nwaasharks.org)
- Open                      Merchandise Chair                      [merchandise@nwaasharks.org](mailto:merchandise@nwaasharks.org)
- Jenni Combs                      Social/Communications Chair                      [social@nwaasharks.org](mailto:social@nwaasharks.org)
- Eric Paden                      Meet Director                      [meetdirector@nwaasharks.org](mailto:meetdirector@nwaasharks.org)

**NWAA MISSION STATEMENT**

- *Northwest Arkansas Aquatics (NWAA) is a swim club dedicated to instilling a life-long love of swimming and building a program that is a regional and national leader. We promote excellence in training, team unity, character development, and family support. At NWAA, we work together to create a team where every swimmer has the opportunity to achieve their potential and compete at their highest level.*

**HEAD COACH'S COACHING PHILOSOPHY**

I believe that at the core, the sport of swimming is meant to be fun. When swimmers enter the sport, they should have fun every day learning skills. As swimmers grow and mature, the emphasis shifts from learning skills to swimming fast. When swimmers move to the very top group of a club, in order to reach their highest potential, they will need to learn how to make the process (daily routine) fun and enjoyable.

The sport also provides the opportunity for swimmers to learn a tremendous amount of what it takes to be successful in life. Swimmers will learn how to achieve success by establishing goals and working hard to achieve them. Swimmers will learn what it means to commit themselves to their goals and their teammates. They will also learn the importance of working together. Everyone on the team plays a critical role in every accomplishment.

Overall, I believe that my responsibility as a coach is to help every swimmer grow into a person that everyone would be proud to call their teammate.

### **NWAA CODE OF CONDUCT**

- Each family should have received and signed a copy of this at the time of registration with the team (See Appendix A to review the NWAA Code of Conduct)
- There will be consequences for violating the NWAA Code of Conduct

### **AGE GROUP PRACTICE EXPECTATIONS**

- Be on time for practice. Please communicate with your group coach if you will be late to practice.
- Wear appropriate attire for practice and dryland training (swimsuits must be one-piece and provide maximum coverage; shorts and tennis shoes are a must for dryland)
- Bring required equipment to practice
  - Hammerheads: kickboard, mesh bag, fins (long blade)
  - Great Whites: kickboard, mesh bag, fins (long blade)
  - Tiger Sharks: kickboard, mesh bag, fins (long blade), pull buoy
  - Makos: kickboard, mesh bag, fins (long blade), pull buoy, paddles
- Attend all competitions, especially Championship meets, as designated by the coach
- Represent NWAA with maturity and good sportsmanship

### **SENIOR I/SENIOR II PRACTICE EXPECTATIONS**

- Be on time for practice
- Senior II: 100% attendance is preferred; however, the minimum attendance requirement is 90%. Parents will be notified if your swimmer is failing to meet this expectation.
- Senior I: 80% attendance is preferred; however, there is no minimum attendance requirement. Failing to meet the preferred 80% attendance will more than likely lead to a decline in progression.
- If you are unable to make a morning or afternoon practice, please notify your coach via e-mail or text and you must include your parent in the conversation
- Wear appropriate attire for practice and dryland training (swimsuits must be one-piece and provide maximum coverage - tie back suits are not permitted; shorts and tennis shoes are a must for dryland)
- Bring required equipment to practice: kickboard, mesh bag, fins (long blade), pull buoy, paddles, drag sox, parachute
- Attending the highest Championship Meets for which you are qualified is mandatory

## SWIMSTRONG DRYLAND

- SwimStrong Dryland offers Periodized (phase-by-phase) Dryland Programming designed around NWAA's season schedule, nutrition education and content, sports psychology coaching, leadership training, rehab exercises and routines for specific athletes who need extra work, Daily Wellness Tracking and/or related education, and constant collaboration with our coaches to meet the individual and group needs of NWAA's swimmers. This program essentially provides NWAA athletes with a personal trainer, nutritionist, sports psychologist, and physical therapist.
- See Appendix D for information regarding the SwimStrong Dryland team
- The dryland workouts that will be planned for our Sharks to complete at home will provide two options: one using body weight only and no equipment and another using body weight plus equipment. See Appendix E for the list of optional equipment.
- Every family must complete the waiver found in Appendix F.

## SWIM MEETS

- We try to set the meet schedule several months in advance. Please mark your calendars.
- Sign up for meets through your Team Unify account, which is accessed through our team website ([www.nwaasharks.org](http://www.nwaasharks.org)). Refer to **How to Sign Up for Meet** (Appendix G). The Meet Schedule on the NWAA website indicates which meets are best for which swimmers. Your coach will select your events but you may leave a comment or question regarding specific events in the NOTES section.
- In regards to preparing for a swim meet (including what to pack and necessary information), refer to Appendix H
- If you are sick or have an emergency that causes you to be late or absent from a swim meet, contact your practice group coach ASAP. Entry & meet fees are generally non-refundable.

## TEAM SUIT POLICY

- **Team Suits** - Dressing uniformly is a way for us to unite as a club. At all meets, we want to make our presence known as a club. Our team policy is that for all swim meets, **swimmers are required** to wear a navy/nautical navy Speedo brand suit.
- The exception to the navy Speedo brand team suit is if a Speedo tech suit is worn (please consult your lead coach if a tech suit is something you should consider). Swimmers not wearing the required team suit will be asked to change into their Speedo team suit. If the swimmer does not have their team suit with them:
  - 1st Offense: The swimmer will receive a verbal and written warning and request they purchase a new suit if they do not have the one that they received from registration.
  - 2nd Offense: The team will purchase a new suit for the swimmer and the account associated with the swimmer will be billed for the cost of the suit and shipping.
- **Practice Suits** - Swimmers are discouraged from wearing team suits during practice. This will keep your team suits looking new and prolong the life of the team suits and instill the idea that team suits are part of the team uniform used exclusively for team meets. For practice, all swimmers are required to wear a one-piece suit that is in good condition and fits appropriately.
- **Tech Suits** - Tech suits (Speedo Intent, Speedo Valor, Speedo LZR Racer X, etc) should only be worn at championship meets and meets deemed appropriate by the coaching staff. During the regular meet season, we prefer that all swimmers race in our team suit. Tech suits may be worn at meets deemed appropriate by the coaching staff. Please ask your swimmers lead group coach if a tech suit can be worn at a meet.

Just like our team suits help us maintain a uniform appearance at all meets, it is our goal for every swimmer to wear tech suits that are black or possibly navy at meets.

## MERCHANDISE

- [D&J Sports](#) is our team supplier. This store is linked on our website. Only D&J Sports will have rights to our logo for suits and gear.
- We are a Speedo team and Speedo purchases made at D&J Sports help our team with sponsorship from Speedo! It's money back in our pocket. We also receive special pricing.
- Through our Team Sponsorship Agreement with Speedo our team is provided with discounts and benefits for buying Speedo suits, tech suits, and Speedo products through our team dealer D&J Sports. Some of the benefits we are provided with are:
  - o Olympic Trials, Winter National, and US Open participants
    - receive 40% off a Speedo tech suit (maximum of 2 suits per calendar year)
    - Speedo warm-up OR parka
    - Speedo bag.
  - o USA Swimming Long Course or Short Course Jr. National or NCSA Long or Short Course participants
    - 40% off a Speedo tech suit (maximum of 2 suits per calendar year)
    - Speedo warm-up
    - Speedo bag.
  - o Futures participants
    - 40% off a Speedo tech suit
  - o Sectional participants
    - 25% off a Speedo tech suit
  - o All swimmers receive 20% off Speedo merchandise through D&J Sports.
  - o \$2000 in Coaches' outfitting
  - o \$1500 credit to be used by the Team to purchase Speedo product.
- Our apparel partner, Team Graphics, is a local source for embroidery should you already have a backpack or parka in need of our new logo.
- It is our desire to present Shark team pride and spirit with what we are wearing both on and off the deck.

## COMMUNICATION

- Be respectful of the coaches' personal and family time. Text or call only between 5:00 AM and 9:00 PM, without interrupting coaches during workouts.
- Our team website contains a lot of important information. Please visit [www.nwaasharks.org](http://www.nwaasharks.org) regularly.
- Verify that your e-mail address is correct so that you can receive our Weekly Update and other important information from coaches and board members. Do this by going into your Team Unify account, which is accessed through our team website.
- Verify that your cell phone number is correct so that you can receive text message updates regarding practices and swim meets. Do this by going into your Team Unify account.
- We strictly adhere to MAAPP (Minor Athlete Abuse Prevention Policy) guidelines so minor athletes must include their parent/legal guardian when sending e-mail and text messages to coaches.
- Follow us on Facebook (NWAA Sharks Swim Team) and/or Instagram (nwaasharks)

## USA SWIMMING SAFESPORT

- Every athlete and parent should familiarize yourself with Appendices H-L
- All athletes age 18 and over must complete Athlete Protection Training

## VOLUNTEERING

- Each family should have received a copy of the **2023-2024 Team Service Requirements** at the time of registration. Review the Team Service Requirements (Appendix C) to learn how you can help our team host great swim meets for our swimmers.
- Megan Peters is our Volunteer Coordinator [nwaavolunteer@gmail.com](mailto:nwaavolunteer@gmail.com)
- The Board welcomes your help with various committees throughout the year. Review the **Parent Volunteer Positions** document (Appendix N) for finding the best fit between your talents and our team's needs. Contact the Board Member who chairs the committee in which you are interested.

## FUNDRAISING

- One of the primary purposes of fundraising is to keep our dues as low as possible. Funds raised also go toward team social activities, equipment, team travel, insurance, and pool rental.
- To minimize the number of fundraisers, each NWAA family will be billed twice annually in October and April a fundraising fee of \$50. Board members, registered USA Swimming officials, and merchandise/social/fundraising committee members who actively and consistently assist their respective chairpersons in the team's fundraising efforts may have their seasonal fundraising fees waived.
- The Fundraising Committee solicits corporate sponsorships and plans various fundraising activities. Contact our Fundraising Chair if you would like to serve on this committee. [fundraising@nwaasharks.org](mailto:fundraising@nwaasharks.org)





## 2023-2024 NWAA PARENT HANDBOOK APPENDIX A CODE OF CONDUCT



Northwest Arkansas Aquatics (NWAA) is a swim club dedicated to instilling a life-long love of swimming and building a program that is a regional and national leader. We promote excellence in training, team unity, character development, and family support. At NWAA, we work together to create a team where every swimmer has the opportunity to achieve their potential and compete at the highest level.

To advance these goals, we require that all NWAA swimmers and parents agree to abide by the following Code of Conduct:

- **Swimmers** shall be gracious in victory and dignified in defeat.
- **Swimmers** shall exhibit good sportsmanship and respect for themselves, their teammates and coaches, the facility, and the club.
- **Swimmers** should be punctual and arrive on time for all practices and meets ready to apply themselves and heed their coaches' direction.
- **Swimmers** are expected to participate actively in team events, fundraising, and bonding activities.
- **Swimmers** are expected to eschew alcohol, tobacco products, illegal substances, and any other substances banned by USA Swimming.

Swimmers who fail to abide by these codes and are impolite, disrespectful, or dishonest, or who engage in theft, vandalism, abuse, harassment, or bullying in any form will be held accountable for their actions. Penalties may range from a verbal warning to parental contact, removal from practice, and/or suspension or expulsion from the team.

Swimmers who have concerns about any aspect of this code, or about the behavior of a coach or official, should first bring that concern to the attention of their practice group coach. If the issue persists, it should be brought to the attention of the CEO/Head Coach. If the issue requires further escalation it should be brought to the attention of the NWAA Board of Directors.

Consistent and clear communication between swimmers, coaches, and team leadership is critical to the success of NWAA.

- **Parents** shall be positive role models for their children and exhibit good sportsmanship and respect for others.
- **Parents** shall cooperate with coaches, team members, opponents, and officials at all times.
- **Parents** shall leave all coaching and coaching decisions up to the coaching staff.
- **Parents** shall assist the coaches in conducting effective practices by ensuring swimmers arrive and leave on time and bring the proper equipment.
- **Parents** will email and/or meet with coaches during normal business hours to discuss issues (e.g., between 8 am – 5 pm, Monday-Friday).
- **Parents** will refrain from interrupting or confronting coaches during practices or meets.
- **Parents** will look for ways to get involved! Volunteer at meets, be an official, run for the board, help to plan a fundraiser or social event. Most importantly, parents will support all coaches and swimmers.

Parents who have concerns about any aspect of this code, or about the behavior of a coach or official, should first bring that concern to the attention of their practice group coach. If the issue persists, it should be brought to the attention of the CEO/Head Coach. If the issue requires further escalation it should be brought to the attention of the NWAA Board of Directors.

Consistent and clear communication between parents, coaches, and team leadership is critical to the success of NWAA. Parents whose concerns are not managed according to these lines of communication should not expect a response.

I understand and agree to abide by the terms of the NWAA Code of Conduct:

\_\_\_\_\_  
Swimmer #1 (please print name and sign alongside):

\_\_\_\_\_  
Swimmer #2 (please print name and sign alongside):

\_\_\_\_\_  
Swimmer #3 (please print name and sign alongside):

\_\_\_\_\_  
Parent/Guardian #1 (please print name and sign alongside):

\_\_\_\_\_  
Parent/Guardian #2 (please print name and sign alongside):

Date: \_\_\_\_\_



**2023-2024 NWAA PARENT HANDBOOK  
APPENDIX B**



**SWIM TEAM MEMBERSHIP CONTRACT 2023-2024**

GROUP	SWIMSTRONG DRYLAND FEE	ANNUAL DUES	PRORATED BY MONTH
Hammerheads	\$3	\$935	\$85
Great White	\$3	\$1045	\$100
Tiger Sharks	\$6	\$1430	\$130
Makos	\$8	\$1595	\$145
Senior I	\$10	\$1705	\$155
Senior II	\$10	\$1925	\$175

**PRACTICE SCHEDULE:** The practice schedule for each practice group fluctuates depending on the time of the swim season. To view the most up-to-date schedule, please visit the Schedules tab on our team website.

**USA SWIMMING:** USA Swimming member registrations and renewals will be completed online. All swimmers are required to register with USA Swimming annually. The membership period is January to December. Parents/Guardians will be responsible for registering their swimmer(s) with USA Swimming. Any swimmer not registered will not be able to participate in practices or meets.

USA Swimming offers an Outreach Membership for \$7/year for families in need.

Visit <https://www.usaswimming.org/about-usas/resources/online-member-registration> for more information and to register your swimmer.

**ANNUAL MEMBERSHIP FEE:** The NWAA Annual Membership fee is \$185 per year and will be billed to your account upon registration for the 2023-24 season. Registration opens on September 1<sup>st</sup> every year.

The Annual Membership Fee includes:

- Annual ARSI fee
- If registered prior to September 15, each swimmer will receive two short course team shirts, one long course team shirt, two short course team caps, one long course team cap, and a team suit. If registering after September 15 swimmers will receive two team swim caps, a team suit, and team shirt(s) while supplies last. Must be active on April 1st to receive long course merchandise. Reactivation after that date will be eligible to receive merchandise while supplies last.

A limited number of NWAA scholarships are available if your swimmer qualifies for free/reduced lunches at school, or your family qualifies for food stamps; an application and proof of qualification must be sent to our Head Coach at [coachmark@nwaasharks.org](mailto:coachmark@nwaasharks.org).

**BCC MEMBERSHIP:** All swimmers who practice at the Bentonville Community Center are required to be members of the BCC. You may register at the front desk of the BCC or at <https://bentonvillear.com/359/Community-Center>. Please call or check with the front desk for corporate discounts.

**DUES COMMITMENT:** As a member of the NWAA swim team, you are agreeing to an annual financial commitment at the price stated at the beginning of the season. This contract will remain active unless

the person responsible for your account notifies the team at [billing@nwaasharks.org](mailto:billing@nwaasharks.org) by the 15<sup>th</sup> day of the month of your intent to drop enrollment for the following month. Failure to do so will result in an additional month of billing.

You are able to pay your dues in full (12 months) by check at the time of registration. All checks must be received by September 15<sup>th</sup>. If you opt to prorate your dues on a monthly basis, they will be billed on the 1<sup>st</sup> of each month to the credit/debit card on file. If your account becomes more than 60 days past due, your swimmer(s) will not be allowed to participate in team events until your account balance is made current. If your account becomes more than 90 days past due, your swimmer(s) will not be allowed in the water until the balance is made current.

**Every account is required to have a credit/debit card on file.** If you have paid your dues in full, this card will only be used for meet fees associated with your account and merchandise or social events (if needed). If your dues are prorated on a monthly basis, this card will be used for monthly dues (billed on the 1<sup>st</sup> of each month), meet fees associated with your account, and merchandise or social events (if needed).

Swimmers leaving the team before the end of the month must notify your swimmers coach and notify the team at [billing@nwaasharks.org](mailto:billing@nwaasharks.org) by the 15<sup>th</sup> day of the month before they wish to have billing end. The balance of the account must be paid in full before it is closed.

**REFUNDS:** No dues refunds will be made except for documented medical reasons or relocation.

**MULTI-SWIMMER DISCOUNT:** Families with more than one child swimming will be subject to the following discounts per month:

First child: full price

Second child: \$10 per month

Third child: \$20 per month

**COLLEGE SWIMMERS:** College swimmers returning to NWAA for the summer will be required to pay a one-time \$175 fee, annually, to attend and participate in practices. College swimmers must be registered with USA Swimming (See USA Swimming registrations above). College swimmers are asked to wear a team suit, Speedo branded solid navy/black suit, or Speedo branded tech suit if representing NWAA at competitions.

**MEET ATTENDANCE:** Regular meet attendance is expected for NWAA swimmers. Your coaches will make an effort to designate which meets on the schedule are the most appropriate for each practice group.

**TEAM COMMUNICATIONS:** Our goal is to update the website frequently, as well as send out team news and announcements through Weekly Updates or as soon as information becomes available. Be sure to provide an e-mail address and cell phone number for each family member who would like to receive team news via e-mail and text message.

**VOLUNTEERING:** Every swimmer benefits from the revenue that is generated during the swim meets that our team hosts, so every family is expected to volunteer. Please refer to the Team Service Requirement for further details.

**FUNDRAISING:** Fundraising is an integral aspect of ensuring the longevity of our swim club and keeping dues affordable. Please remember to do your part.

*I have read and agree to the terms of this contract.*



**2023-2024 NWAA PARENT HANDBOOK  
APPENDIX C  
TEAM SERVICE REQUIREMENTS**



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Northwest Arkansas Aquatics (NWAA) is a non-profit 501c3 organization. Hosting local and regional swimming competitions is a big part of our program and team service is crucial to ensure our meets and Club run smoothly. NWAA relies heavily upon parent volunteers for swim meet execution and performance of many of the organizational and administrative tasks that are necessary to run the Club and provide your child with a great swimming experience.

Many of the top swim clubs have instituted a team service program to meet several objectives:

1. Benefit Swimmers – Competition allows swimmers to have opportunities to race and test the skills they have worked so hard to achieve. Hosting home meets provides this opportunity without the needed time and expense of travel.
2. Fundraising – Swim meet revenue is a key source of funding for our Club and allows us to keep our monthly dues affordable, while providing the staff, facilities, training and equipment needed.
3. Family Involvement – It takes around 300 volunteers to host a successful weekend meet.
4. Promote Swimming – Swimming is unique in that it relies almost entirely on volunteers and, by being a volunteer, you are supporting the team, the sport and your child's experience.

### **FRIDAY NIGHT SWIM MEETS**

#### **HAMMERHEAD GROUP PARENTS**

- NWAA hosts 4 – 5 one-session swim meets during the short course season.
- Parents of swimmers in the Hammerhead group participating in these meets are required to serve. You may select your service slot when you register for the meet.
- Team service credit can be earned by any family member, relative, or other reliable representative (e.g. neighbor, grandparent, friend, etc.), who is approved by the Volunteer Coordinator.

### **JANUARY: WINTER INVITE (3 days, Prelim/Final)**

#### **GREAT WHITE, TIGER SHARK, MAKOS, SENIOR I AND SENIOR II PARENTS**

- If your swimmer is participating in the January Invite, your family is required to work a minimum of two sessions.
- If your swimmer is NOT participating, your family is required to work a minimum of one session.
- Team service credit can be earned by any family member, relative, or other reliable representative (e.g. neighbor, grandparent, friend, etc.), who is approved by the Volunteer Coordinator.

**JUNE: MEMORIAL CLASSIC (3 days, Prelim/Final)**

GREAT WHITE, TIGER SHARK, MAKOS, SENIOR I AND SENIOR II PARENTS

- All families are required to work a minimum of two sessions.
- Team service credit can be earned by any family member, relative, or other reliable representative (e.g. neighbor, grandparent, friend, etc.), who is approved by the Volunteer Coordinator.

**JULY JAMS AND/OR ARSI LONG COURSE CHAMPIONSHIPS**

GREAT WHITE, TIGER SHARK, MAKOS, SENIOR I AND SENIOR II PARENTS

- TBD

**FAILURE TO FULFILL THE TEAM SERVICE REQUIREMENT**

Failure to fulfill the team service commitment will result in a \$100 fine for each session missed charged to that family’s invoice after the event has been completed. This penalty is not intended as a fundraiser. Rather, it is designed to motivate parents to assist in the crucially needed volunteer positions. Best case scenario: all families work and no fines are issued. Families receiving a scholarship will forfeit it if they fail to fulfill the team service commitment.

**SELECTING SERVICE SLOTS**

15-30 days prior to each event, the Volunteer Coordinator will post a volunteer sign-up on the meet page on the NWAA website and provide sign-up information through the Weekly Update. Prior to each event, NWAA families should utilize the sign-up on the team website to select the service positions and times that are needed. Each NWAA family should make a point to sign in with the Volunteer Coordinator, Megan Peters, at each event. This ensures you receive credit for the sessions worked.

**SCHEDULE CONFLICTS OR SPECIAL NEEDS**

- Prior arrangements must be made with the Volunteer Coordinator in advance of the event. This advance notification allows for pre-event tasks (as available) to be assigned and/or discussed with the NWAA board. If a pre-event task is not available, then you will be charged 40% of the above-mentioned fine.
- If you have travel plans for one of the above-mentioned weekends or special needs, contact the Volunteer Coordinator at least 45 days in advance of the event so that volunteer positions can be reserved to accommodate those plans or needs.

*I have read and agree to the terms of the Team Service Requirement.*

Signature of Person Responsible for Account: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



2023-2024 NWAA PARENT HANDBOOK  
APPENDIX D  
SWIMSTRONG DRYLAND TEAM



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[www.swimstrongdryland.com](http://www.swimstrongdryland.com)

**ERIC HUDSON** – Owner/Founder

BS Exercise Science, MS Sports Psychology (in progress), National Strength and Conditioning Association Certified Strength and Conditioning Specialist, Functional Movement Screen Certified, CrossFit Olympic Weightlifting Certified, National Academy of Sports Medicine Certifications, 13 years of experience in the field, 9<sup>th</sup> year of experience specifically focused on swim athletes

**SEAN WORKMAN** – Director of Leadership Training & Character Development

BS Mining and Engineering, Minor Environmental Engineering

**BRYAN McPHERSON** – Director of Program Research & Development

MS Exercise Physiology, National Strength and Conditioning Association Certified Strength and Conditioning Specialist, Sports Performance Staff with the University of Louisville Swim Team for 2 years

**BRITTANY MILLER** – Nutrition Coach

Precision Nutrition Certified, International Youth Conditioning Association Youth Nutrition Specialist, concentration on swim athletes

**JILL OERTLE** –

Doctorate in Physical Therapy, Master's in Physical Therapy, BS Exercise Science, 20 years' experience as a Physical Therapist, 10 years' experience working with swim athletes



**2023-2024 NWAA PARENT HANDBOOK  
APPENDIX E  
SWIMSTRONG DRYLAND  
PERSONAL “AT-HOME” EQUIPMENT LIST**



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Below is a suggested personal equipment list that you can use at home or while you can't share/use team equipment.

***8 and under:***

1. Resistance Band (1, Light)
2. Mini Band (1, Light)
3. Foam Roller (1)
4. Jump Rope (1)
5. Yoga mat (1)

Optional, great to have at home: Light Medicine Ball

***9-12:***

1. Resistance Bands (2, light, medium)
2. Mini Bands (2, light, heavy)
3. Foam Roller (1)
4. Medicine Ball (1, light-medium)
5. Jump Rope (1)
6. Tennis Ball (1)
7. Yoga Mat (1)

Optional, great to have at home: Very light dumbbells, door-frame pullup bar

***13 and over:***

1. Resistance Bands (3, light, medium, heavy)
2. Mini Bands (3, medium, heavy, very heavy)
3. Foam Roller (1)
4. Medicine Ball (1, medium-heavy)
5. Jump Rope (1)
6. Sliders (1 set of 2)
7. Tennis Ball (1)
8. Yoga Mat (1)
9. Door Frame Pullup Bar (1)

Optional, great to have at home: Weighted Vest (Adjustable up to 80+ pounds, especially for lower body exercises), Dumbbells, Gymnastic Rings or TRX Strap





**2023-2024 NWAA PARENT HANDBOOK  
APPENDIX F  
SWIMSTRONG DRYLAND, LLC ATHLETE WAIVER  
AND RELEASE AGREEMENT**

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1. I am or will be participating in physical training and other activities (the “**Program**”) provided by SwimStrong Dryland, LLC (“**Coach**”).
2. I realize that as with any physical activity, participation in the Program is strenuous and potentially hazardous and may result in serious bodily injury or may cause or aggravate an existing physical injury or medical condition. I am fully aware of and accept the risks and hazards involved. **My participation is voluntary and I assume all risk of injury.**
3. I am either 18 years or older and have been examined by a licensed physician within the last six months and found to be in good health, or I am the parent guardian of a minor and such minor has been cleared to participate in the Program by the minor’s licensed physician in accordance with the sponsoring team’s policies. Since the most recent examination, I have not (or the minor has not, as the case may be) been diagnosed with any type of medical issue or experienced any symptoms that would affect my/the minor’s ability to participate in the Program.
4. I will faithfully follow all instructions given by Coach as to when, where and how to participate in the Program, it being understood that any deviation by me from such instruction shall be at my own risk.
5. I understand that any exercise program or any similar instruction I receive from Coach, in any form, format or medium, is the valuable intellectual property of Coach, that such materials are for my sole use only while I am a participant in the Program, and that such materials may not be copied, disclosed, distributed, transferred, displayed or otherwise shared with any other person or entity at any time either during or after my participation in the Program. Upon the termination of my participation of the Program, all physical copies of any materials containing such information shall be immediately returned to Coach. I further understand that any violation of this provision will result in my immediate termination from the Program and may subject me to further legal action.
6. I understand that any digital projects, social media or marketing campaigns, including but not limited to Facebook videos, photos, posts, Twitter videos, photos, posts, YouTube videos and posts, that I may participate in while participating in the Program shall become the property of Coach and may be used for marketing and advertising purposes at the sole discretion of Coach. I hereby grant to Coach the right and license to use my name, image, likeness, voice and persona for the purpose of promoting, marketing and advertising Coach to the public.
7. **On behalf of myself, my heirs and assigns, I forever release and discharge SwimStrong Dryland, LLC, its owners, members, managers, employees, contractors, instructors, agents and others acting on SwimStrong Dryland, LLC’s behalf of and**





2023-2024 NWAA PARENT HANDBOOK  
APPENDIX G  
HOW TO SIGN UP FOR A MEET



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**TO COMMIT AN ATHLETE OR ATHLETES FOR A SWIM MEET OR EVENT:**

1. Go to the Meets/Events Calendar button on the NWAA homepage and find the desired meet
2. Click Attend/Decline or Edit Commitment below the desired meet
3. Click Undeclared Athletes tab
4. Set any desired filters and click Search if needed
5. Select the athlete(s) you wish to commit by putting a check mark (√) next to the name(s). You may click the check box next to Member Name to select all and select Multi-Commit to Attend
6. Once this is done, the selected athlete(s) will appear in the Committed Athlete tab
7. Alternatively, you can click on a single name and sign them up by using the Signup Record or Declaration pull-down
  - a. Your coach will select your events for you. If you have a comment or question regarding a specific event, you may leave it in the NOTES section.
8. Click Save Changes



**2023-2024 NWAA PARENT HANDBOOK  
APPENDIX H  
PREPARING FOR A SWIM MEET**



**WHAT TO PACK**

- NWAA swim cap
- NWAA swimsuit
- Goggles
- Two towels
- Healthy, nut-free snacks & water
- NWAA shirt, sweatshirt, and/or parka
- Books or games
- Cash to purchase heat sheet (usually \$5-15; lists swimmers’ events, heats and lanes)
- Permanent marker, highlighter

**AT LEAST ONE DAY BEFORE THE MEET BEGINS**

- Check the NWAA website to see if your practice group coach has made any changes to your individual events or added any relays to your schedule. Relays are a lot of fun, bolster team spirit, and can add a lot of points to help the team win a swim meet. All four members of a relay team must be on time for warm-up in order for the race to be swum.
- Make sure you know what time warm-up begins for each of your sessions, then prepare to arrive at the pool at least 15 minutes before warm-up begins.

**BEFORE WARM-UP BEGINS**

- Find a seat with your teammates
- Purchase a heat sheet; use highlighter to identify your events
- Using a permanent marker, mark your events, heats and lanes on your hand, arm or leg, or record them on an electronic device that you will keep with you. For example:

E	H	L
#1 – 200 free relay	2	6
#5 – 50 back	3	4
#11 – 100 free	1	2

NOTE: Permanent ink may be “erased” from skin by using baby oil, sunscreen spray, or another oily substance.



2023-2024 NWAA PARENT HANDBOOK  
APPENDIX I  
ELECTRONIC COMMUNICATION POLICY



### PURPOSE

The Northwest Arkansas Aquatics (the “Club”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

### GENERAL CONTENT

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

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

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

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

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

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

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

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

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

## **ONLINE INTERACTIONS: SOCIAL MEDIA, FORUMS, APPS**

Except where otherwise provided, coaches and swimmers shall not have any online interactions, including but not limited to social media platforms, online interactive forums, gaming platforms, apps, etc.

Online interactions include but are not limited to platforms, forums, games, apps, etc., where coaches and swimmers can “friend,” “like,” “follow,” “message,” “DM,” “chat,” “instant message,” “private message,” etc., with one another.

Social media platforms, online interactive forums, gaming platforms, apps, etc., include but are not limited to Facebook, Instagram, blogs, Pinterest, Twitter, Snapchat, message boards, gaming platforms, such as Fortnite, Words with Friends, etc.

In order to utilize online interactions (e.g. an app such as Remind or Band) to conduct team business, a coach must receive Board approval through the following process:

1. Present a utilization plan to the Board
2. Provide the utilization plan to the affected practice group’s parents for review and feedback; and
3. The Board shall include consideration of parent feedback in its decision to approve or reject the utilization plan

If the Board approves the use of online interactions to conduct team business, the team shall provide a mechanism to ensure that parents can access all information communicated to and from coaches through the online interaction.

## **TEXTING**

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 5:00 AM and 9:00 PM. Texting only shall be used for the purpose of communicating information directly related to team activities.

## **EMAIL**

Athletes and coaches may use email to communicate. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

## **REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS**

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

*USA Swimming clubs are now required to implement an electronic communication policy. The policy must be reviewed with and agreed to by all athletes, parents, coaches and other adults affiliated with the Club.*

I have reviewed, understand and agree with the above Northwest Arkansas Aquatics’ Electronic Communication Policy.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



**2023-2024 NWAAC PARENT HANDBOOK**  
**APPENDIX J**  
**PHOTOGRAPHY POLICY**



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Northwest Arkansas Aquatics may wish to take photographs and videos (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos and videos will be taken and published in line with club policy. The club requires parental consent to take and use photographs and videos. Photographs and videos may be used on the club's secure website, included in newspaper articles, and club notice boards. Photographs and videos may be used for training purposes.

I have read and agree to the above statements.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



**2023-2024 NWAA PARENT HANDBOOK**  
**APPENDIX K**  
**DIVERSITY AND INCLUSION POLICY**



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The NWAA Sharks strive to create an inclusive environment which embraces differences and fosters inclusion. We are committed to creating an environment that supports equal opportunity and nondiscrimination for all persons, regardless of race, color, religion, sex, age, perceived or actual sexual orientation, gender identity or gender expression, marital status, national origin, or disability.





**2023-2024 NWAA PARENT HANDBOOK**  
**APPENDIX L**  
**ACTION PLAN TO ADDRESS BULLYING**



**I. PURPOSE**

Bullying of any kind is unacceptable at Northwest Arkansas Aquatics (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club’s Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise
4. To make the process for reporting bullying clear and understandable
5. To spread the word that NWAA takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported

**II. 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 or 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).

**III. REPORTING PROCEDURE**

**A. What You Do If Bullying Occurs**

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 the bullying behavior can be stopped as soon as possible.

#### **B. Incident Report by the Club**

Once a complaint has been made to the Club Coach, Board Member, or other designated individual, the Club will investigate and fill out an incident report that includes but is not limited to the date of the incident, if known, description of the behavior, the victim, the instigator, the coach/coaches involved, signatures of both the victim and the instigator, signatures of both the victim's parents and the instigator's parents, and the resolution.

### **IV. HOW WE HANDLE BULLYING**

#### **A. If Bullying Is Occurring during Team-Related Activities**

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is okay 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
7. We use the **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** approach detailed below

#### **B. If Bullying Is Occurring at Our Club or It Is Reported to Be Occurring at Our Club**

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 approach below.

#### **C. Finding Out What Happened and Supporting the Kids Involved**

##### Finding out what happened

##### **a. First, we get the facts**

- i. Keep all involved children separate
- ii. Get the story from several sources, both adults and kids
- iii. Listen without blaming
- iv. Don't call the act "bullying" while you are trying to understand what happened
- v. 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.

##### **b. 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.

- i. Review the USA Swimming definition of bullying
- ii. To determine if the behavior is bullying or something else, consider the following questions:
  - a) What is the history between the kids involved?
  - b) Have there been past conflicts?
  - c) 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.

- d) Has this happened before? Is the child worried it will happen again?
  - iii. 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.
  - iv. Once you have determined if the situation is bullying, support all of the kids involved.
2. Supporting the kids who are being bullied
- a. **Support the kids who are being bullied**
    - i. 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.
    - ii. 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:
      - a) 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.
      - b) 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.
    - iii. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
  - b. **Address the bullying behavior**
    - i. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
    - ii. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
    - iii. Work with the child to understand some of the reasons he or she bullied. For example:
      - a) Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
      - b) 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.
    - iv. 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:
      - a) Write a letter apologizing to the athlete who was bullied
      - b) Do a good deed for the person who was bullied, for the Club, or for others in your community
      - c) Clean up, repair, or pay for any property they damaged
    - v. Avoid strategies that don’t work or have negative consequences:
      - a) 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.
      - b) 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.

- vi. 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.

**c. 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.

- i. Be a friend to the person being bullied
- ii. Tell a trusted adult – your parent, coach, or club board member
- iii. 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.”
- iv. Set a good example by not bullying others
- v. 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 and tell a coach.



**2023-2024 NWAA PARENT HANDBOOK**  
**APPENDIX M**  
**TEAM TRAVEL POLICY**



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**PURPOSE:** Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

**Section 1 – USA Swimming Required Policies**

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5.C)

**Section 2 – Recommended Policies**

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes, they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d. When only one athlete and one coach travel to a competition, at the competition, the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.

- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc., unless otherwise excused or instructed by the head coach or his/her designee.
- k. The directions & decisions of coaches/chaperones are final.
- l. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- m. When visiting public places, such as shopping malls, movie theatres, etc., swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

### **Section 3 – Other Policies to Consider**

The following, organized by topic, is a bullet-point list of additional travel policies to consider. Teams and LSCs may want to utilize some of these policies based on their individual preferences and needs.

#### *Safety*

- a. Additional guidelines to be established as needed by the coaches
- b. Supervised team room provided for relaxation and recreation
- c. Respect the privacy of each other
- d. Only use hotel rooms with interior entrances
- e. Must wear seat belts and remain seated in vehicles

#### *Behavior*

- a. Be quiet and respect the rights of teammates and others in hotel
- b. Be prompt and on time
- c. Develop cell phone usage guidelines
- d. Develop computer use guidelines including social media
- e. Respect travel vehicles
- f. Establish travel dress code
- g. Use appropriate behavior in public facilities
- h. Establish two different curfews – in own rooms and lights out
- i. Must stay in assigned hotel room
- j. Needs and well-being of team come first

#### *Financial*

- a. No room service without permission
- b. Swimmers responsible for all incidental charges
- c. Swimmers responsible for any damages or thievery at hotel
- d. Must participate in contracted group meals
- e. Communicate travel reimbursement information and policies

#### *General*

- a. Establish fair trip eligibility requirements
- b. Establish age guidelines for travel trips
- c. Parent(s) responsible for getting swimmer(s) to stated departure point
- d. Requirements for families to attend “Team Travel Meets”

## **Code of Conduct/Honor Code**

The Club Development Committee strongly encourages teams and LSCs to create a Code of Conduct or Honor Code as a companion document to the team travel policies.

### *Required:*

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

### *Recommended:*

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No “deck changes” are permitted. Athletes are expected to use available change facilities.
- f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and NWAA. Athlete behavior must positively reflect the high standards of the club or LSC.

### *For Consideration:*

- a. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
  - i. Dismissal from the trip and immediate return home at the athlete’s expense
  - ii. Disqualification from one or more events, or all events of competition
  - iii. Disqualification from future team travel meets
  - iv. Financial penalties
  - v. Dismissal from the team, and/or
  - vi. Proceedings for an LSC or USA Swimming National Board of Review
- b. Swimmers are to refrain from inappropriate physical contact at team activities and events
- c. Swimmers are to refrain from use of inappropriate language



2023-2024 NWA A PARENT HANDBOOK  
APPENDIX N  
PARENT VOLUNTEER OPPORTUNITIES

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**SWIM MEETS** (questions regarding the following positions may be directed to [meetdirector@nwaasharks.org](mailto:meetdirector@nwaasharks.org) or [nwaavolunteer@gmail.com](mailto:nwaavolunteer@gmail.com))

**ASSISTANT MEET DIRECTOR:** assists meet director with all aspects of organizing and running swim meets

**VOLUNTEER COORDINATOR:** schedules all volunteers necessary for running a swim meet; keeps track of all families fulfilling the Team Service Requirements

**MEET REFEREE:** schedules officials for each session of a swim meet; enforces meet sanction; USA Swimming certified

**ADMINISTRATIVE OFFICIAL (AO):** ensures accurate recording of race times and scoring of meets; USA Swimming certified; contact BriAnna Gogel or Kari Penturf for more information  
[nwaasharksao@gmail.com](mailto:nwaasharksao@gmail.com)

**OFFICIAL:** conducts races; ensures that strokes & turns are legal; works under supervision of the Meet Referee; USA Swimming certified; contact Coach Mark for more information  
[coachmark@nwaasharks.org](mailto:coachmark@nwaasharks.org)

**COLORADO TIMING SYSTEM CONSOLE:** ensures that CTS records starts, splits, and finishes under the supervision of the AO

**COMPUTER OPERATOR:** uses Meet Manager to pull in race times, record DQs, and assists with timing adjustments under the supervision of the AO

**ANNOUNCER:** announces warm-ups, races, and maintains the flow of meets under the supervision of the Meet Referee and AO

**CLERK OF COURSE:** processes scratches, deck entries, positive check-ins, and meet fees, and posts results under the supervision of the AO

**TECH CREW:** supervises the set-up, operation, tear-down, and maintenance of timing, sound, and computer equipment

**TIMER:** operates stopwatch and plunger or timer sheet under the supervision of the Head Timer who is supervised by the Meet Referee

**MEET MARSHAL:** enforces pool and facility rules under the supervision of the Meet Referee & Meet Director

**HOSPITALITY:** plan & serve meals, snacks, and drinks for coaches, officials, and volunteers during home meets

**AWARDS:** orders, labels, and sorts ribbons, medals, and trophies



**SET-UP/TEAR-DOWN:** assists Meet Director and Tech Crew with setting up/putting away tables, chairs, stanchions, timing equipment, and so forth

**BULLPEN:** assists younger swimmers in getting to the starting blocks for their races

## **COMMITTEES**

**FINANCE:** assists Treasurer in reconciling bank accounts and maintaining fiduciary policies and procedures

**FUNDRAISING:** assists Fundraising Chairperson in soliciting sponsorships and hosting fundraising events

**HOSPITALITY:** assists Meet Director by planning for swim meets and organizing chum bucket (swimmer snacks) for championship & travel meets

**MERCHANDISE:** assists Merchandise Chairperson in planning, placing, & distributing team equipment and spirit wear orders

**NOMINATING:** elected by the general membership to identify appropriate candidates for open board positions

**PUBLICITY:** assists Communications Chairperson in reporting meet results to media, establishes relationship with local news media to encourage special interest stories about team activities, and uses social media to report team activities

**SOCIAL:** assists Social Chairperson in planning & executing team parties, community service projects, and the annual banquet

**STANDING RULES:** works with President or Vice President to oversee team's compliance with by-laws and USA Swimming and Safe Sport rules/policies

## **BOARD OF DIRECTORS:**

PRESIDENT	BriAnna Gogel	<a href="mailto:president@nwaasharks.org">president@nwaasharks.org</a>
CEO	Mark Gole	<a href="mailto:coachmark@nwaasharks.org">coachmark@nwaasharks.org</a>
VICE PRESIDENT	Bryan Carlson	<a href="mailto:vicepresident@nwaasharks.org">vicepresident@nwaasharks.org</a>
TREASURER	Kari Penturf	<a href="mailto:treasurer@nwaasharks.org">treasurer@nwaasharks.org</a>
SECRETARY	Shanna Workman	<a href="mailto:secretary@nwaasharks.org">secretary@nwaasharks.org</a>
COMMUNICATIONS/SOCIAL	Jenni Combs	<a href="mailto:social@nwaasharks.org">social@nwaasharks.org</a>
FUNDRAISING	Casey Milford	<a href="mailto:fundraising@nwaasharks.org">fundraising@nwaasharks.org</a>
MEET DIRECTOR	Eric Paden	<a href="mailto:meetdirector@nwaasharks.org">meetdirector@nwaasharks.org</a>
MERCHANDISE	Open	<a href="mailto:merchandise@nwaasharks.org">merchandise@nwaasharks.org</a>

*NWAA is a non-profit organization that aims to keep dues at such a rate that more youths may participate in the sport of swimming. As such, volunteering and fundraising are our lifeblood and committee members and board members who actively and consistently assist their respective chairpersons in the team's fundraising efforts may have their seasonal fundraising fees waived.*



**2023-2024 NWAA PARENT HANDBOOK  
APPENDIX O  
BENTONVILLE COMMUNITY CENTER  
POOL PRACTICE POLICY**

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1. **BCC Membership:** All swimmers must be a member of the BCC and scan their membership card or photo of the membership card's barcode before entering the facility.
  - a. We need to know who attends practice for safety reasons
  - b. Anyone who repeatedly fails to bring their membership card to practice will not be allowed to practice until they bring it
  - c. There is a \$5 replacement fee for lost cards
  - d. Monthly memberships must be renewed and paid for every month
2. **Entering Bentonville Community Center:** Enter and exit through the competition pool entrance on the west side of the building.
3. **Family Locker Room Usage:** Swimmers are prohibited from using the family locker rooms located in the hallway between the leisure pool and workout facility.
4. **Water Bottles:** All swimmers should bring a full water bottle that is CLEARLY LABELED with their name. Sharing water bottles is prohibited.
5. **Illness:** Coaches and swimmers are required to stay home if they have a cough, fever, or feel sick. If in doubt, do not send your child to practice.
  - a. Anyone who is at an increased risk for severe illness should discuss with their health care provider as to whether those swimmers should attend practice or stay home.
6. **Closed Pool Deck:** Parents must remain outside of the pool deck during practice times.
7. Do not drop off your swimmers early.
8. Parents need to be timely when picking up their swimmer and await their swimmer in a designated parking space. Swimmers will not be able to linger outside of the pool for long periods of time.

Should we feel that anyone is consistently not adhering to and following this Pool Practice Policy, they and their family's participation in NWAA practices may be suspended.

*We have read the Bentonville Community Center Pool Practice Policy and agree to comply with it.*



**2023-2024 NWAA PARENT HANDBOOK  
APPENDIX P  
WALTON LIFE FITNESS CENTER  
POOL PRACTICE POLICY**

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1. WLFC Membership: All swimmers must be Walmart Associate family members and check in according to WLFC instructions.
2. Entering Walton Life Fitness Center: Enter and exit through the main entrance as per WLFC instructions.
3. Water Bottles: All swimmers should bring a full water bottle that is CLEARLY LABELED with their name. Sharing water bottles is prohibited.
4. Illness: Coaches and swimmers are required to stay home if they have a cough, fever, or feel sick. If in doubt, do not send your child to practice.
  - b. Anyone who is at an increased risk for severe illness should discuss with their health care provider as to whether those swimmers should attend practice or stay home.
5. Closed Pool Deck: Parents must remain outside of the pool deck during practice times.
6. Do not drop off your swimmers early.
7. Parents need to be timely when picking up their swimmer and wait for their swimmer in a designated parking space. DO NOT wait for your swimmer in the fire lane. Swimmers will not be able to linger outside of the pool for long periods of time.

Should we feel that anyone is consistently not adhering to social distancing or following this Pool Practice Policy, they and their family's participation in NWAA practices may be suspended.

*We have read the Walton Life Fitness Center Pool Practice Policy and agree to comply with it.*



**2023-2024 NWA A PARENT HANDBOOK  
APPENDIX Q  
NORTHWEST ARKANSAS AQUATICS, INC.  
RELEASE AND INDEMNITY AGREEMENT**



**(Minors)**

PLEASE READ CAREFULLY BEFORE SIGNING

I, the undersigned participant and parent, request voluntary participation of a minor, \_\_\_\_\_ (the “**Minor**”), of which I am the legal parent or guardian and have authority to bind such minor, to participate in all events, under the supervision of coaches or otherwise (collectively, the “**Activities**”) that are sponsored by Northwest Arkansas Aquatics, Inc., a nonprofit corporation incorporated in the state of Arkansas (the “**Sharks**”), USA Swimming and its local swimming committees, and any of their board of directors, officers, employees, volunteers, other participants, and agents (collectively, the “**Released Parties**”).

I consent to the Minor’s participation in the Activities and acknowledge that the Minor and I fully understand that the Minor’s participation may involve risk of serious injury or death, including losses which may result not only from the Minor’s own actions, inactions or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the Activities are being conducted, including dryland Activities and unsupervised Activities deriving from coach instructions, and the rules of play of the Activities. I understand that if I have any risk concerns, I should discuss the risks associated with the participation with the coaches, staff, or board of directors of the Sharks before I sign this document and before any of the Activities begin. I agree to monitor the Minor’s participation and to not allow the Minor to exceed his or her physical limitations. I also agree to restrict the Minor from consuming any form of recreational or illegal drugs, including alcohol, while participating in the Activities.

I certify that the Minor is in good health and has no physical condition that would prevent participation in the Activities. Furthermore, I agree to use the Minor’s personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment in the event such care is required.

In consideration of allowing the Minor to participate in the Activities, I hereby release, indemnify, save and hold harmless the Released Parties of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that the Minor may have or sustain with respect to any and all damage or injury of any type, arising out of the Minor’s participation in the Activities.

Further, I agree that this Release and Indemnity Agreement extends to all acts of negligence by such release and indemnification and is intended to be as broad and inclusive as is permitted by the laws of the State of Arkansas and the laws of any state in which Activities are conducted and that if any portion thereof is held invalid, it is agreed that the balance of such Agreement shall continue in full legal force and effect.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Print name of Parent/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Minor)

\_\_\_\_\_  
(Print name of Minor)

\_\_\_\_\_  
(Date)



**2023-2024 NWAA PARENT HANDBOOK  
APPENDIX R  
NORTHWEST ARKANSAS AQUATICS, INC.  
RELEASE AND INDEMNITY AGREEMENT**



PLEASE READ CAREFULLY BEFORE SIGNING

I, \_\_\_\_\_, the undersigned participant (the **“Participant”**), request voluntary participation, to participate in all events, under the supervision of coaches or otherwise (collectively, the **“Activities”**) that are sponsored by Northwest Arkansas Aquatics, Inc., a nonprofit corporation incorporated in the state of Arkansas (the **“Sharks”**), USA Swimming and its local swimming committees, and any of their board of directors, officers, employees, volunteers, other participants, and agents (collectively, the **“Released Parties”**).

I consent to the participation in the Activities and acknowledge that my participation may involve risk of serious injury or death, including losses which may result not only from my own actions, inactions or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the Activities are being conducted, including dryland Activities and unsupervised Activities deriving from coach instructions, and the rules of play of the Activities. I understand that if I have any risk concerns, I should discuss the risks associated with the participation with the coaches, staff, or board of directors of the Sharks before I sign this document and before any of the Activities begin. I agree to monitor my own participation and to not allow myself to exceed my physical limitations. I also agree that I will not consume any form of recreational or illegal drugs, including alcohol, while participating in the Activities.

I certify that I am in good health and have no physical condition that would prevent participation in the Activities. Furthermore, I agree to use my personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment in the event such care is required.

In consideration of allowing myself to participate in the Activities, I hereby release, indemnify, save and hold harmless the Released Parties of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that I may have or sustain with respect to any and all damage or injury of any type, arising out of my participation in the Activities.

Further, I agree that this Release and Indemnity Agreement extends to all acts of negligence by such release and indemnification and is intended to be as broad and inclusive as is permitted by the laws of the State of Arkansas and the laws of any state in which Activities are conducted and that if any portion thereof is held invalid, it is agreed that the balance of such Agreement shall continue in full legal force and effect.

\_\_\_\_\_  
(Signature of Participant)

\_\_\_\_\_  
(Print name of Participant)

\_\_\_\_\_  
(Date)