



Team Handbook

Pool Address: Copper Sky Recreation Complex

44345 W. Martin Luther King Jr Blvd.

Maricopa, Az. 85138

Business Address: Az. Seals

PO Box 531

Maricopa, AZ 85139

Revised 8/2022

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Mission Statement

Considered a grass roots program, the Arizona Seals Swimming academy aims to develop well-rounded swimmers and students teaching teamwork, discipline, hard work and a desire to become the best person possible. Our focus is creating a positive and rewarding environment in which each athlete can excel. We are a community-based program established to fill the needs of our growing communities, working with athletes ages 5 and up from the Pinal County area. We are committed to providing a safe and healthy environment for all Az. Seal swimmers.

Objectives

To provide structured practices created by AZ Swimming certified coaches, tailored to meet the needs of each training group

To nurture the beginning swimmer and further develop the competitive skilled swimmer

To value stroke development and teach a healthy fitness foundation

To be role models teaching skills that last a lifetime

To promote diversity in swimming

To build self confidence

To teach goal setting and that through dedication and hard work, success is achieved

To build a sense of volunteerism

To develop healthy, life-long nutrition and sleep habits

To have fun

Team Registration & Communication

We strive for regular communication between all swimmers, coaches, and parents of our team.

Active Swim Manager: To sign up for our team, please visit our website (azseals.teampages.com/). The online registration tab is located on the left side of the AZ Seals homepage. The website also offers members the ability to view practice schedules, meet information, meet results and obtain important announcements. Please register all email addresses that would like to receive team emails. Our club's primary means of communication with members is through email messages and notices sent via Active Swim Manager. Information will also be posted on the AZ Seals team website. Upon joining the team, please register your swimmer(s) online at: azseals.teampages.com/. Team information, schedule updates and meet information is communicated through our team email list.

Copper Sky Membership Requirement: All Az Seal Swimmers are required to become members of Copper Sky. This is in addition to our Active online registration process. To become a member of Copper Sky please stop by the front desk and register your swimmer(s). Please be sure to let them know you are a part of the Az Seals Swim Team. All swimmers regardless of home address will receive the resident rate at a 20% discount. The membership joining fee will be waived. Rates are as follows:

- Monthly: Individual Swimmer = \$11.60
Family (2 adults, 4 children) = \$46.40

Please note: it is each families responsibility to give Copper Sky a 30-day notice of intent to discontinue your membership.

General Parent Meetings: Parent meeting will be held as often as deemed necessary by the coaching staff, Executive Board or the AZ Seals' parents. Full participation is our goal and only encourages our team to grow as a united team.

Communicating with Coaches: Direct communication with the coaches is encouraged, however, we ask that you do not engage the coaches in conversation during practice sessions. Please ask your coaches for the best time to communicate with them. Most likely right before or right after practice will be the best time. Please feel free to email your coach with any questions you might have.

Parent/Guardian Deck Policy: During all Az Seal practices we ask that parents/guardians remain in the deck chair area. We do not have a closed deck policy and are happy to have you observe practice sessions. We ask that you please respect our coaches and the time they spend working with your swimmers. Please refrain from interacting or instructing your swimmers during practice sessions. Coaches are available before or after practice session and also by email if you have any questions or concerns.

Arizona Swimming Athlete Registration

All AZ Seals swimmers are required to register with USA Swimming, once per swim year. Prior to registration, any unpaid past due balance or other unpaid fees from prior swim years must be paid in full. No swimmer will be allowed to swim with the AZ Seals until all necessary forms have been filed and monies paid. Registration fees are non-refundable.

Upon registering with the AZ Seals, each athlete will be required to pay annual team dues.

- Team Dues are due by August 6th of each year or upon joining the team.
- Team Dues: \$80.00 per swimmer/year **or** \$40 per swimmer for summer season only (April - July). Please note, summer season only swimmers who convert to year-round swimmers after the summer season will be required to pay the \$80 annual team dues on August 6th.
- You will receive a USA Swimming Registration link and you must register your swimmer with USA Swimming
- Dues include: Arizona/USA Athlete Registration. Subscription to Splash Magazine.

Training Fees

- Upon joining the team, please visit our website azseals.teampages.com/ and register your swimmer by clicking on the registration tab on the team home page.
- Training fees will be billed on a seasonal basis with a monthly billing option. All payments are automatically withdrawn on the 6th of each month.
- We offer seasonal enrollment. You will be required to register twice each year. Short Course Season August -March and Long Course Season April - July
- We do not pro-rate months during team breaks.
- We will pro-rate if you are enrolling mid-month. The proration schedule will be configured at the time of your registration.
- For those choosing the monthly billing option, billing will occur on the 6th of each month.
- Any account more than 15 days past due, swimmer(s) will not be allowed to compete until account is brought to good standing with the team.
- Any account more than 30 days late, swimmer(s) will not be allowed to continue to swim in any capacity with the team until account is brought to good standing with the team.
- Monthly Training Fees are non-refundable.
- Monthly Training Fees:
 - Rising = \$75.00 per month
 - White = \$95.00 per month
 - Red = \$120.00 per month
 - Blue = \$135.00 per month

Meets & Meet Fees

Once you are registered with our team you will begin receiving invitations to enter meets. All meets are up to each family as far as what meets, how often and how many days you participate. Swimmers are welcome to choose his/her events. Coaches will review all entries and make changes as needed. There are meets on our meet schedule that require qualifying time standards.

Meet fees are billed out at via our Active Team Manager portal and range from \$4 per event to \$10 per event in local Arizona Swimming meets. There is always a \$8 LSC plus a \$5 AZ Seal surcharge per swimmer. Cost of relays will be paid in full by the AZ Seals. Swim meet entry fees are non-refundable after the meet entry deadline. Meet fees will be assessed at time of meet entry deadline.

(# of events * event fee) + \$8 LSC Fee + \$5 AZ Seals fee = Total Meet Fees

Contact Information:

Coaches:

Head Coach

Kendall Church – Asst. Coach, kendallchurch816@gmail.com

Lisa Hatch – Asst. Coach, lmh_321@hotmail.com

Sarah Armstrong –Strength Training Coach, brockandsarah1@icloud.com

Executive Board:

President – Brock Armstrong, azseals.president@gmail.com Term expires 2024

Vice President – Adam Gehrke, azseals.vp@gmail.com Term expires 2023

Treasurer -- Emily Grubbs, azseals.treasurer@gmail.com Term expires 2022

Secretary – Kaci Brass, azseals.secretary@gmail.com Term expires 2024

At Large Member – Ben Owens, azseals.boardmember@gmail.com Term expires 2024

Treasurer in training – Amber Hedley, Term expires 2023

Head Coach --

Group Structure

RISING SEALS:

- Minimum of 5 years old
- 25-yard freestyle with side breathing
- 25-yard backstroke
- Training equipment required: swimming fins

WHITE SEALS:

- Minimum of 8 years old
- Legal in all 4 competitive swimming strokes
- Complete 8 X 50 Freestyle @ 1:10
- Training equipment required: swimming fins & snorkel

RED SEALS

- Minimum of 10 years old
- Legal in all 4 competitive swimming strokes
- Complete 8 X 100 Freestyle @ 1:40
- Training equipment required: swimming fins & snorkel

BLUE SEALS:

- Minimum of 12 years old
- Legal in all 4 competitive swimming strokes
- Complete 8 X 100 Freestyle @ 1:25
- Training equipment required: swimming fins, snorkel, tempo trainer, pull buoy and paddles

Swimmers **may be allowed to advance to a new group per coach's approval.

Our Team Calendar link with all group practices and team events.

<https://teamup.com/ksn2pdkmnrxfssgipi>

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Az Seal Team Gear

Use the following link for your swimmers training and meet gear



Speedo Vanquisher 2.0 Mirrored



TYR Mesh Equipment Bag



Bettertimes Pull Buoy



TYR Ultralite Snorkel 2.0

Additional equipment used and not found on the team store

<https://www.swimoutlet.com/swim-gear-c9618/>



Sporti Floating Swim Fins (Color)



Swim Paddles

Financial Agreement

This Financial Agreement is between the Arizona Seals Swimming Academy and

hereafter referred to as the Parent.

I, the Parent, on behalf the Swimmer (named below) and myself, hereby apply for membership on the Arizona Seals Swimming Academy. I/We, jointly:

1. Agree to read, support, and comply with the by-laws of the Arizona Seals Swimming Academy and comply with the rules, payment policies where practices, meets, or other functions are held.
2. Agree to pay the Annual Registration and Monthly Training Fees in accordance with the payment schedule selected. All registration and training fees are NOT refundable.
3. Agree to pay additional fees as incurred through team sponsored activities; including meet fees assessed to the participating swimmer(s). I understand that any additional event fees and/ or meet fees are NOT refundable.
4. Acknowledge an obligation to remain a member "in good standing" for the duration of this Agreement. Failure to meet these financial obligations shall result in: accounts more than 15 days past due, swimmer(s) will not be allowed to compete until account is brought to good standing with the team, or accounts more than 30 days late, swimmer(s) will not be allowed to continue to swim in any capacity with the team until account is brought to good standing with the team.
5. Agree to take responsibility for updating all contact and emergency information if changes occur. Please email laura.logan86@gmail.com
6. Agree to notify, by E-mail, the team Registrar (laura.logan86@gmail.com), of your intent to drop from the Arizona Seals Swimming Academy prior to the next billing cycle, understanding that membership terminations can only occur at the end of the payment period regardless if your swimmer has stopped sooner.
7. Agree to notify Copper Sky of your intent to drop from the Arizona Seals. If you choose to discontinue your Copper Sky membership you must notify Copper Sky according to their policies and procedures (30-day notice is required).
8. Agree that failure to make payment, or the withdrawal from the Arizona Seals Swimming Academy, shall not release us from our financial obligations under this Agreement to the Arizona Seals Swimming Academy or a facility. Any financial release must be submitted in writing to and approved by the Arizona Seals Swimming Academy Treasurer and Head Coach.
9. Agree to remit prompt payments, defined as within 15 days of receipt of an invoice received through the email address on file.

Code of Conduct / Honor Code

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

Arizona Seals Anti-Bully Plan

ACTION PLAN TO ADDRESS BULLYING PURPOSE

Bullying of any kind is unacceptable With Arizona Seals (“the Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. Az. Seals 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 AZ Seals’ 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 sure how to report bullying clear and understandable.
5. To spread the word that Az. Seals takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

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

REPORTING PROCEDURE

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

- ☐ Talk to your parents;
- ☐ Talk to a Club Coach, Board Member, or other designated individual;
- ☐ Write a letter, fill out an Anti-Bully form, 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.

HOW WE HANDLE BULLYING

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

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED

1. First, we get the facts.

- a. Keep all the involved children separate.
- b. Get the story from several sources, both adults and kids.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- a. Review the USA Swimming definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

- a. Listen and focus on the child. Learn what's been going on and show you want to help.
- b. Assure the child that bullying is not their fault.

- c. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- d. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. Support bystanders who witness bullying.

Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or club board member;
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
- d. Set a good example by not bullying others.
- e. Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away. *Source:* www.stopbullying.gov

Arizona Seals

Electronic Communication Plan

MODEL POLICY: ELECTRONIC COMMUNICATION PURPOSE

The Arizona Seals (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 choices, tone, grammar, and subject matter that model the standards and 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.

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a “friend.” A coach should not accept any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method. The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters. Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

Instagram

Best Practice: The Club has an official Instagram page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Instagram. Likewise, athletes are not permitted to follow coaches on Instagram. Coaches and athletes are not permitted to “direct message” each other through Instagram.

Alternative Option: Coaches and athletes may follow each other on Instagram. Coaches cannot re-post an athlete message/post. Coaches and athletes are not permitted to “direct message” each other through Instagram.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 6am until 10pm. Texting only shall be used for the purpose of communicating information directly related to team activities. Exception to the texting hours would be in the case of sponsored team travel events.

EMAIL

Athletes and coaches may use email to communicate between the hours of 6am and 10pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied. Exception to the email hours would be in the case of sponsored team travel events.

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.

Source: www.stopbullying.gov

Minor Athlete Abuse Prevention Policy

<https://www.usaswimming.org/utility/landing-pages/minor-athlete-abuse-prevention-policy>

THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes. Collectively “Applicable Adult(s)”

GENERAL REQUIREMENT USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

ONE-ON-ONE INTERACTIONS

- I. Observable and Interruptible One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor’s legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.
- II. Meetings
 - Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
 - If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
 - Meetings must not be conducted in an Applicable Adult or athlete’s hotel room or other overnight lodging location during team travel.
- III. Meetings with Mental Health Care Professionals and/or Health Care Providers If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:
 - The door remains unlocked;
 - Another adult is present at the facility;
 - The other adult is advised that a closed-door meeting is occurring; and

- Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the club.
- IV. Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

- I. Content All electronic communication from Applicable Adults to minor athletes must be professional in nature.
- II. Open and Transparent Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete. When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.
- III. Requests to Discontinue Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.
- IV. Hours Electronic communications must only be sent between the hours of 6:00 a.m. and 10:00 p.m., unless emergency circumstances exist, or during competition travel.
- V. Prohibited Electronic Communication Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" the club and/or LSC's official page. Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL

- I. Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s). Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian. Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

- II. Team travel is travel to a competition or other team activity that the organization plans and supervises.
- During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained. When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult. Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.
 - Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete.

Arizona Seals

Team Travel Policies

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. (305.5C)

Section 2- USA Swimming Travel Recommendations

Travel-related recommendations taken directly from USA Swimming's Best Practice Guidelines for Athlete Protection.

- 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 (LSC) leadership and the parent or legal guardian of any affected minor athlete

Please fill out, sign and return

1. Contact Information
2. Liability and Medical Release Form – 2 pages (Includes Liability release, Minor's Medical Release and Health History)
3. Photo Release
4. Acknowledgement Form

Contact Information (fill out as appropriate)

Please list all cell #'s that you would like to receive a text regarding pertinent team information. Add all email addresses that you wish to be added to team email list.

Swimmer's Name:

Parent's Name:

Cell # (s):

Email (s):

Wish to be added to team text distribution (Y/N)

Wish to be added to team email list (Y/N)

Please visit our team website and register your swimmer.

www.teampages.com/clubs/5814

Liability and Medical Release

SWIMMER NAME: _____ AGE: _____ DOB: _____

ADDRESS: _____ MALE/FEMALE: _____

CITY: _____ STATE: _____ ZIP: _____

PARENTS' OR GUARDIAN'S NAMES: _____

PHONE: _____ WORK: _____

CELL PHONE: _____

Additional contact if you cannot be reached in the event of an emergency:

Name: _____ Phone: (_____) _____

LIABILITY RELEASE

Every activity sponsored by the Arizona Seals Swimming Academy is carefully planned and adequately supervised by adults. However, even with the best of planning and precaution, unforeseen events can occur. It is your intention, as the parent or guardian of the minor listed on this form, to exempt and relieve the Arizona Seals Swimming Academy, AZ Swimming and USA Swimming and its employees or volunteers from liability for personal injury, property damage or wrongful death caused by any act of negligence on the part of the Arizona Seals Swimming Academy and its employees or volunteers. This includes all risks and hazards inherent in any and all swim team related social and sport activities including transportation to and from activities as well as events at sites other than practice and competition facilities. You acknowledge there may be potential health hazards inherent in some activities and that your child participates at his/her own risk. As parent or legal guardian, you will assume full responsibility for your child's participation in the Arizona Seals Swimming Academy activities and understand that your child is responsible for applying any and all instruction and rules given to them for any portion of the travel from departure until return to parent or guardian.

DATE: _____ SIGNATURE: _____

Please print your name: _____

The above Liability Release covers any and all activities sponsored by or associated with the Arizona Seals Swimming Academy.

MINOR'S MEDICAL RELEASE

I give permission for my child, _____, to participate in all activities as part of the Arizona Seals Swimming Academy. I will assume full responsibility for any medical costs incurred in the event of an accident or other incident requiring medical treatment. I release the Arizona Seals Swimming Academy and its staff from any liability. In the event of an emergency in which my child is in need of immediate hospitalization, medical attention or surgery, and after reasonable efforts have been made to contact me or my spouse and we cannot be located for the purpose of consenting thereto, consent for the emergency attention may be given to any person standing loco parentis.

You understand that this form and your signature is for medical and liability release.

DATE: _____ SIGNATURE: _____

Please print your name: _____

The above Medical Release covers any and all activities sponsored by or associated with the Arizona Seals Swimming Academy.

HEALTH HISTORY

Allergies:

Medications Currently Taking:

Please explain any condition we should be aware of:



PHOTOGRAPHY POLICIES

PURPOSE

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

POLICIES

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“publication”) should only be done with parents’ written consent.
2. A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming facility or competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, in writing. This consent form is provided to parents by the club team.

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending will be made aware of this in the host’s meet information.

All photographs must observe generally accepted standards of decency in particular:

- Any photographs or video should be taken in the presence of those being photographed/video recorded.
- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms. This includes photographs/video taken by other swimmers.



Photo Release

I hereby give my consent for

_____ to appear in photographs taken and used by the Arizona Seals (AZSL) and its assigns or successors, in publication(s)/media/Website and whatever ways they may desire, including audiovisual productions, television, training purposes, and electronic transmission. All photographs will be taken and published in line with Club policy. Furthermore, I hereby consent that such photographs, digital files and plates from which they are made shall be the property of the Photographer, and AZSL shall have the right to duplicate, reproduce and make other uses of such photographs and plates for AZSL publicity and publications as they may desire free and clear of any claim whatsoever on my part. The Photographer will not sell the photos without permission of AZSL. I am of legal age, and freely sign this release, which I have read and understood.

Consent given

Consent refused

DATE: _____

SIGNATURE: _____

Please print your name:

Parent Handbook Acknowledgement

I, _____, acknowledge that I have received an electronic copy of the ARIZONA SEALS TEAM HANDBOOK. I am also aware that it is my responsibility to read all information and policies inside and that myself, my swimmer(s), and any other member of my family is expected to abide by these policies.

Signature _____

Date _____

