



**Crimson Tide Aquatics**

**Team Handbook**

**2025-2026**

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## ABOUT CRIMSON TIDE AQUATICS

### MISSION STATEMENT

Crimson Tide Aquatics is committed to continuing its tradition of competitive swimming excellence. Through dedication and hard work, each team member is afforded the opportunity to achieve his/her fullest potential as an individual and athlete. By providing professional coaching staff, combined with parental commitment, we seek to provide a healthy and motivating environment of enhanced self-esteem and pride in accomplishment. We expect swimming to be rewarding and fun for all our participants.

### OUR PHILOSOPHY

The CTA coaching staff is committed to helping every swimmer in the program reach their maximum potential. We feel we can do this for swimmers of all ability levels and age ranges. Naturally, at any given time, for many team members the development of potential will be observed as time improvement in swimming events. However, we do not feel that our guidance is limited only to this aspect of development. We want our program to touch their lives in several meaningful ways.

We view our job as leading the swimmers on a journey of self-discovery, through the medium of competitive swimming. There will be ample opportunity for learning how to deal with success and failure, how to set and achieve goals, and how to explore and test one's limits.

In the younger age groups, our emphasis is placed on learning proper technique and learning to enjoy the sport. As the swimmers' progress to our highest levels, we expect them to be able to commit to the pursuit of excellence and to exhibit good citizenship, leadership, and sportsmanship. As we accomplish these goals, we are certain that Crimson Tide Aquatics will become more prominent in competitive swimming in our area and add to the development of each swimmer's character.

### THE CTA ORGANIZATIONAL STRUCTURE

- Crimson Tide Aquatics is a 501(c)3 non-profit organization which was set up to be responsible for providing coaches, facilities, and training in order to give swimmers the opportunity to compete from the novice level to the national level. Crimson Tide Aquatics is a coached run team with an elected Board of Directors (BOD).
- Crimson Tide Aquatics provides the use of a 50-meter indoor pool during the year for the Team's practice sessions and meets. Office space and utilities are provided year-round.
- The Don Gambriel Olympic Swimming Pool is owned and operated by the Recreation Department of the University of Alabama. CTA rents lane space from the University of Alabama Recreation Department.
- The Head Coach/ President as well as the BOD operates within a framework of bylaws that were set up to guide the operation of the team. The BOD also approves an annual budget, which is reviewed quarterly.

### COMMUNICATION

Communication among swimmers, parents, and coaches is vital to the success of Crimson Tide Aquatics. Every effort is made to keep families informed of upcoming meets, team activities, and team news through the following:

- **Crimson Tide Aquatics Team Handbook:** This manual contains information on Crimson Tide Aquatics and its operations. The handbook is available on our website [www.swimcta.com](http://www.swimcta.com) under forms.
- **CTA Bylaws:** A copy of the CTA Bylaws is available in the CTA office .
- **Written Communication:** CTA uses e-mail and its website as our primary modes of

communication. Handouts are occasionally distributed containing educational information on competition, diet, and swimming techniques. Please check your e-mail and especially our website regularly.

- **Communication with Coaches:** Coaches may be reached by personal e-mail. Please do not call coaches at home except in an emergency. Keep the line of communication with coaches open, they welcome the opportunity to discuss any matter either over the phone or in a private meeting before or after practice. *Please do not try to discuss concerns with the coaches during practice.*
- **Website:** [www.swimcta.com](http://www.swimcta.com). Regularly check this site for news, events, swimming meet information and entries, payments, and other CTA information.
- **Aquatic Center Physical Address:** 415 Paul W. Bryant Dr. E., Tuscaloosa, AL 35401
- **CTA Mailing Address:** Crimson Tide Aquatics  
169 Aquatic Center, PO Box 870387, Tuscaloosa, AL 35487-0387

## **CRIMSON TIDE AQUATICS COACHING STAFF**

The CTA coaches maintain the highest standards of certification to be a USA Swimming coach. These certifications include CPR & First Aid, Coaches Safety, a USA Swimming Background Check, Athlete Protection, and they have taken and successfully passed courses in swim coaching pedagogy. Our coaching staff has over 80 years of combined experience working with developmental swimmers up to and including Olympic Trial qualifiers.

It is important to remember that the coaching staff will always keep your child's best interest in mind when they put together their training regimen and conduct practices. The CTA staff is planning what is best for your swimmer(s) in the long term, and what tools will be needed in their future swimming careers.

## **CRIMSON TIDE AQUATICS BOARD OF DIRECTORS**

The Crimson Tide Aquatics Board of Directors (BOD) consists of three members. Members serve in three year rotating terms. Each member of the CTA Board of Directors is a voting member with one vote on all voting issues. The BOD will always consist of at least one current CTA member. They need to have knowledge of the sport of swimming or be otherwise able to contribute to the growth of Crimson Tide Aquatics.

## **OTHER NON-BOD CTA OFFICERS**

### **Treasurer:**

If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board of Directors shall determine. He or she shall: (i) have charge and custody of and be responsible for all funds and securities of the corporation; (ii) receive and give receipts for monies due and payable to the organization from any source whatsoever and deposit all such monies in the name of the organization in such banks, trust companies, or any other depositories as shall be selected in accordance with the provisions of the Bylaws; (iii) in general, perform all the duties incident as from time to time may be assigned to him by the Head Coach/President or the Board of Directors; (iv) have contact with the Chair of any Fundraising Committee and be able to communicate the activities and money raised by any fundraising efforts to the rest of the Board of Directors.

**Head Coach/President:** The Head Coach has many duties both on deck and off. These duties include, but are not limited to: setting the practice groups, setting the practice schedule, setting the meet schedule, seeing that all approved meets are attended by a coach, overseeing the meet entry process, supervising and educating the assistant coaches when needed, setting the attendance and discipline procedures for the swimmers, working solely as or with the meet director on CTA hosted meets, preparing reports for the BOD, preparing an annual budget, emailing parents about any pertinent information, attending LSC meetings, building a relationship with UA Recreation and UA Swimming/Diving, and maintaining a safe swim environment.

## TEAM STRUCTURE

The following descriptions briefly outline the training groups of Crimson Tide Aquatics. The coaching staff determines placement within the program and advancement through the different levels. We have a very experienced and trained staff that knows what is best for each individual swimmer.

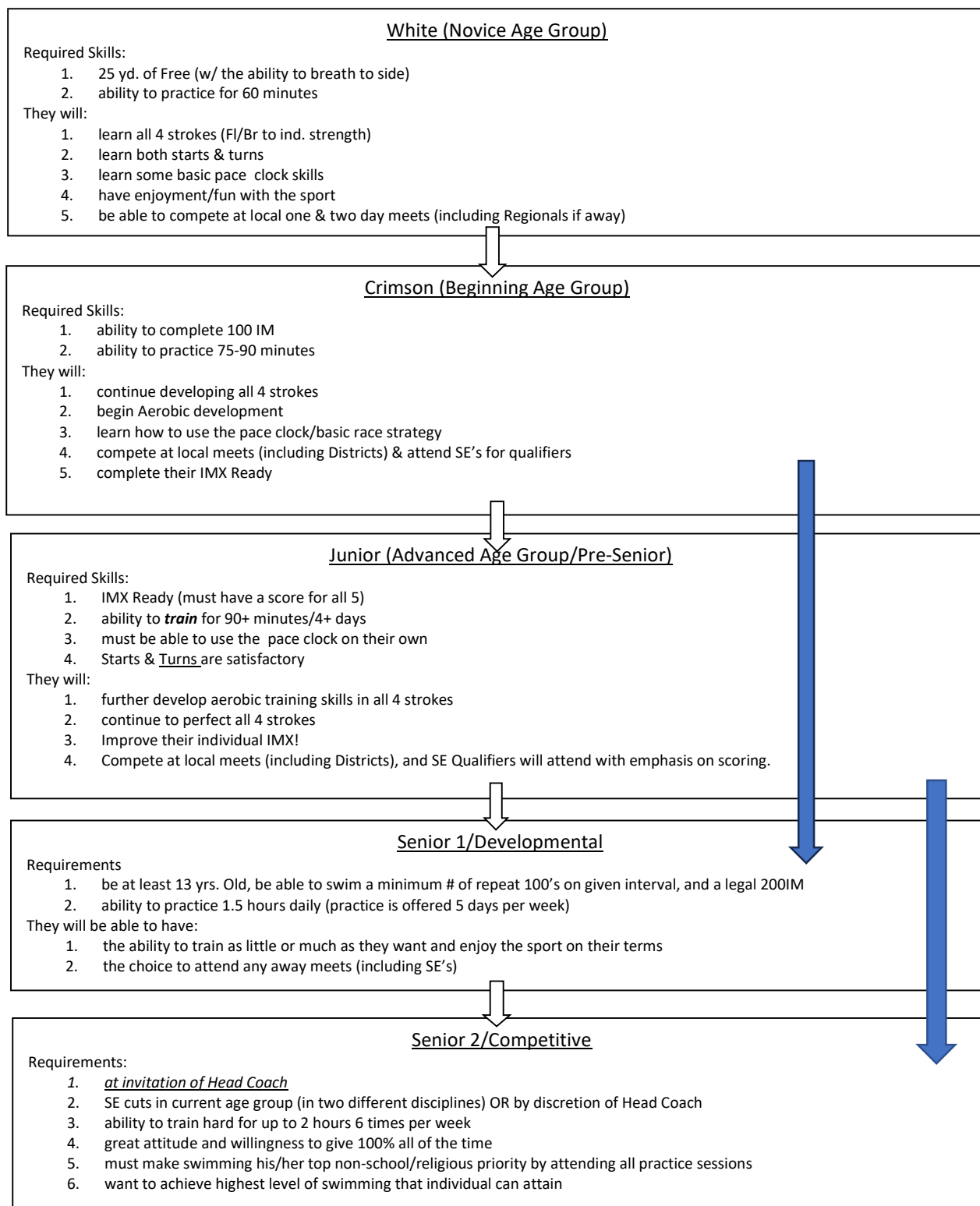
- **White/Pre-Team**  
These are the introductory group for the novice competitive swimmer. Stroke fundamentals and enjoyment for the sport are emphasized. Swimmers are encouraged to attend practice 2-3 times per week. Competition is expected at only local meets for the White group. Pre-Team will not be expected to compete at meets unless they are willing and meet ready as deemed by their coach.
- **Crimson**  
This group both refines and builds upon the fundamentals introduced in the White group while introducing more advanced drills and efficiency techniques. The emphasis of this group still is on stroke mechanics; with the addition of basic interval training and continued aerobic development. Basic stretching routines will be introduced to increase coordination and balance. Swimmers are encouraged to attend 4 practices per week and participate in local swim meets.
- **Junior**  
This group is designed for committed and motivated young athletes desiring to work and progress towards the highest National Age Groups standards. Attendance of at least 80% is highly encouraged and expected. Both aerobic training and continued stroke instruction are used to prepare the swimmers for senior level swimming in the future. Swimmers are encouraged to attend all local and away meets to gain the competitive experience needed to grow in the sport. Entry is by invitation of Head Coach.
- **Senior 1/Developmental**  
Swimmers need to be at least 13 yrs. of age and able to do repeat 100's on a minimum interval along with a legal 200IM. Swimmers in this group have the ability to train as much or little as they want based on their schedule. The objective of this group is to enjoy the sport and be able to compete if they so desire, but CTA hosted meets or other local meets designated by the Head Coach will be a must. Entry is by invitation of Head Coach.
- **Senior 2/Competitive**  
Swimmers at this stage have made a commitment to the sport and are ready for a higher level of training and competition. Swimmers in this group have the ability to train consistently in a highly intense training environment and have committed to every workout offered. The objective of this group is to qualify and compete in both Southeasterns and then national level meets. Swimmers are expected to attend all practice sessions that are offered for the week along with attending all local and away meets that are possible. Standards for entering these groups are strict and entry is by invitation of Head Coach.

## ADVANCEMENT WITHIN THE PROGRAM

Coaches are in the best position to decide when swimmers are ready for advancement to the next group. They are familiar with the demands and expectations of the next group and observe the swimmers daily in the practice environment. Parents, on the other hand, have a natural bias, which often precludes an objective analysis. In some cases, the swimmer really wants to move up, but such feelings often have a large social component. When the decision is made to move swimmers from group to group, they are based on the developmental needs of the athletes. Sometimes those needs are in conflict with what the child wants. Parents can identify with the necessity to explain to children the difference between wants and needs.

All swimmers satisfying the prerequisites, performance standards, and personal development expectations for a particular group will be considered for advancement within the program. Advancement could take place depending on group numbers, team breakdown, and the coaching staff's decision based on an individual swimmer needs. Advancement will first be discussed with the swimmer and parent/guardian before it actually takes place. The coaching staff will make all final decisions regarding group assignments.

## CTA GROUP ADVANCEMENT



## ABOUT OUR SWIMMERS AND THEIR ROLE IN CTA

### SWIMMERS' RESPONSIBILITIES

- As a member of Crimson Tide Aquatics, you represent yourself, your family, your community and your swim team. Therefore, every team member is expected to conduct him/herself with exemplary behavior at all times.
- Swimmers will follow the direction of any CTA coach at all times.
- Swimmers should communicate openly with the coaching staff regarding all matters that may affect their personal or team performance.
- CTA swimmers will follow the behavioral guidelines set by the coaching staff at all practices, meets, trips, and gatherings. Refer to the Swimmer Code of Conduct on p.13.
- Team spirit is a key ingredient of a successful swim program. Wear team clothing and be proud to be a CTA swimmer. Senior swimmers are expected to serve as positive role models for all team members.
- It is required that all Crimson Tide swimmers wear a designated CTA suit during competition! Performance enhancing suits may NOT be worn in any swim meet unless otherwise indicated by the Head Coach. If you wear a cap during meets, it must be a CTA Team cap. Swimmers not in compliance will be directed by the coaching staff to change uniform before further competing in the meet.
- Swimmers should know their best times to assist them in setting goals. Individual times can be obtained online on our website and through [www.usaswimming.org](http://www.usaswimming.org).
- At meets, each swimmer should report to his/her primary coach after his/her event. (The coaches cannot track down each swimmer as they are busy watching the next races.)

### TEAM SUITS & TRAINING EQUIPMENT

All swimmers representing CTA in competition must wear the designated CTA team suit and CTA swim cap (cap use is optional). If a swimmer has a swim suit from the previous season and it is still wearable, than the swimmer may keep using that swimsuit until it wears out and the newest team suit can be purchased. Performance enhancing suits may not be worn in any swim meet unless otherwise indicated by the Head Coach. Swimmers not in compliance may be pulled from the meet. Part of an experienced swimmer's preparation for each season is to ensure that these items are always at hand and usable. Team caps (latex and silicone) are available for purchase in the CTA office. Information will be provided for other optional team supplies throughout the year (warm-up suits, parkas, bags, T-shirts, etc.).

All swimmers are expected to furnish their own practice equipment. Every attempt should be made to purchase equipment from All-American. Standard practice equipment for all training groups is a practice suit (any color), swim cap (optional), goggles, towel, and mesh bag (optional). It is recommended that you do NOT wear your Crimson Tide team suit for practice, as it will soon wear out. Goggles, CTA latex and silicone caps, and CTA logo mesh bags are available for sale in the CTA Office.

Other training equipment is introduced as the swimmers advance to higher groups. These training items are required and may be purchased from our Website "Equipment" tab.

- White: short fins, kickboard
- Crimson: short fins, kickboard, pull buoy, swimmer's snorkel
- Junior: short fins, kickboard, pull buoy, small paddles, swimmer's snorkel
- Senior: short fins, kickboard, pull buoy, paddles, swimmer's snorkel, sponge

## SWIM MEET INFORMATION

Research in the fields of sports psychology and child psychology reveals that children develop their competitive spirits at different rates. Moreover, young children, below the age of 8, are not naturally competitive. The main attraction of sports for them is fun. That is part of the reason USA Swimming does not recognize the 8 & under age group.

At CTA, we are intent on allowing our youngest swimmers to develop at their own rates. The first step is local competitions. As the swimmer's progress, travel to meets and championships will figure into their schedules. With a progressive offering such as this, swimmers and parents have a chance to adapt to the increasing commitment of competitive swimming.

- "NT" (No Time) swimmers are beginning swimmers, while "AAAA" swimmers are highly advanced swimmers. Each ability level is defined by time standards based upon the fastest times in the country each year and a swimmer is classified in an event according to his/her fastest time in that event. Time standards get faster or remain unchanged, they generally never get slower. Time standards are also used to control the size of meets and guarantee top-notch competition as with the standards required for the Junior Nationals, Senior Nationals, and Olympic Trials.
- In Southeastern Swimming, a time standard has been developed to ensure a reasonable level of participation from swimmers around the LSC. These standards are frequently referred to as "Southeastern Qualifying Times".
- National Age Group Time Standards, Southeastern Championship Time Standards, and Senior National Time Standards are available online at [www.usaswimming.org](http://www.usaswimming.org), [www.seswim.org](http://www.seswim.org), and [www.swimcta.com](http://www.swimcta.com). Each swimmer should print these time standards for their records in order to establish goals.

## ENTERING SWIM MEETS

Swim meets are entered in the following manner:

- A schedule will be distributed in early September for all meets for the entire short course season. A second schedule will be distributed in March for the entire long-course season. This schedule is also posted on [www.swimcta.com](http://www.swimcta.com).
- The meet information will be placed on our website under swim meets. It is the swimmer's and parents'/guardians' responsibility to check this information and enter the meet online.
- Coaches may ask their swimmers to enter certain events. It is then the parents'/guardians' and swimmer's choice to enter any extra events above and beyond what the coach may have asked. However, swimmers may only compete in age specific races that are contested at Southeasterns, unless otherwise directed by the Head Coach. Coaches will decide the participants on specific relays, and if relays will be swum.
- It is the responsibility of the parent/guardian and swimmer to get these meet entries in *by the deadline*. *If this is not done, the swimmer may not be allowed to swim at the meet*. Deadlines are made to ensure that the host team has time to prepare for the meet and print the heat sheets.
- Families will be responsible for all meet and event fees entered, *even in the event the swimmer is unable to attend the meet for any reason*. Each meet will have a meet surcharge. Typically, the surcharge is comprised of the host's facility surcharge, the Southeastern Swimming Surcharge, and a CTA surcharge used towards the travel and time of the coaches present at the meet. Many years ago, the CTA BOD concluded that those travelling to meets should incur more of the travel cost of coaches, rather than all the cost being absorbed into the general annual budget.
- A swimmer who wishes to compete at a regular swim meet as "unattached" may do so in the case of personal/family relocation. This may only be done with consent of the CTA Head Coach before the entries for the meet in question are to be sent in. A swimmer that is or has been training with CTA for the season will not be allowed to swim unattached for any Championship meets that concludes that same season (i.e. Southeastern Championships, Sectionals, Nationals, or Olympic Trials) for any reason.



- Once a swimmer has entered an event, there is a commitment to swim that event. Scratching an event needs to be discussed with the swimmer's coach. Swimmers are still charged for scratched events.
- Swimmers must be members in good standing with Crimson Tide Aquatics in order to participate with the team. "Good standing" means that the swimmer is currently USA Swimming registered, the Team Agreement and Code of Conduct is signed and has met all financial obligations or made necessary arrangements with the office.
- If you have any questions pertaining to meet information or the procedure for entering meets, please speak with your primary coach.

## **SWIMMER'S RESPONSIBILITY AT SWIM MEETS**

- The Crimson Tide coaching staff will always warm up the CTA swimmers as a team at all meets. This warm-up will usually take place 1 hour before the start of the swim session. Swimmers must be ready to enter the water at the start of warm-ups. This is the only way we can be assured of having the necessary space for a proper warm-up. A swimmer reporting more than 10 minutes late for warm-up *may not* be allowed to warm up for the meet.
- All Crimson Tide swimmers are required to wear the designated CTA team suit and a CTA cap (if the swimmer chooses to wear a swim cap) in competition. It is further suggested that the swimmers wear CTA T-shirts, team warm-ups, etc., while at a swim meet.
- Any swimmer entered in designated distance events that require a "positive check-in" is responsible for checking himself/herself in at the Clerk of Course within the time period allowed. This is normally done before warm-ups.
- Crimson Tide Aquatics traditionally has a "team area" at all meets. All swimmers and parents are encouraged to sit together as a group. This promotes team unity and spirit. Team spirit is an important part of swim meets. All swimmers are encouraged to cheer/support for the team and one another.
- Swimmers are expected to be aware of their event numbers and to report to their designated area (usually "the bullpen" for 10 & under, and behind the blocks for 11 & up) promptly when their event number is called. Discussions with the coaching staff regarding races should be done before this time.
- A swimmer should report to his/her coach directly following each event to review his/her race.
- The coaching staff will determine all relay teams. We will try to arrange the fastest relay possible.
- All swimmers are expected to be courteous at all times to meet officials, coaches, workers, and opponents.
- If swimmers or parents/guardians have any questions concerning meet results or an officiating call, these inquiries should be directed to the Crimson Tide coaching staff. The coaches will pursue the matter through the proper channels.
- Keep our team area neat and clean by using the trash receptacles provided. A team area full of debris is a poor reflection on our team and families.
- Proper nutrition at meets should be considered. Gatorade, PowerAde, and water are best choices for the swimmers. Junk food should be eliminated. Nutritional information can be found on [usaswimming.org](http://usaswimming.org).

## **AWARDS AND INCENTIVES FOR OUR SWIMMERS**

A CTA Awards Banquet is held annually, generally in April. Awards are given in the following categories:

- **Senior Gifts:** Presented to graduating seniors.

- **Southeastern/National Recognition Towels:** A tradition started by Coach Nancie Blewitt. Presented to swimmers who have achieved Southeastern Championships Time Standards (or beyond) for their age group **and** attended that particular meet.
- **USA Swimming "B" - "AAAA" Awards:** Presented to swimmers *who did not receive a Southeastern towel* and did achieve a specific USA Swimming Time Standard in any given individual event.
- **IMX / IM Ready Awards:** Presented to the top individuals (by age group) for achieving excellent scores in either the IMX or IM Ready.

## PARENTS'/GUARDIANS' ROLE IN THE CRIMSON TIDE AQUATICS PROGRAM

### SWIM MEET VOLUNTEER POSITIONS

It is necessary that each CTA family be actively involved in the operation of each swim meet we host or co-host. CTA hosts or co-hosts 3-4 swim meets throughout the calendar year. By hosting meets, we can ensure your child gets the most from his/her swimming experience. But most importantly, the money generated by hosting swim meets is part of our planned revenue to keep monthly dues as low as possible. To run successful meets, a team effort is required from everyone in the CTA family. The following positions are integral to the running of a meet. Each year in the fall, we will hold certification clinics for all interested parents/guardians.

Certified Positions:

1. Meet Referee
2. Starter
3. Stroke/Turn Official
4. Timers (does not require any special training)
5. Clerk of Course
6. Administrative Official

We certainly understand that some families are unable to participate in this capacity and/or possess other special talents needed to operate a swim meet. Please contact the Meet Director to discuss your individual situation.

### SWIM MEET OPERATIONS

Swimming is unique to our children's various sports interests in that it requires active participation by parents/guardians during swim meets. The governing bodies, USA Swimming and Southeastern Swimming, establish rules for conducting these meets. Typically, CTA will host or co-host 3-4 meets a year. A meet session will normally be 3+ hours in length. To run a single session in an 8-lane pool requires nearly 30 volunteers as follows:

1	Meet Director	1	Meet Referee
1	Administrative Official	1	Starter
1	Announcer	6-8	Stroke & Turn Judges
2	Clerk of Course/Bullpen	1	Electronic Timer
1-2	Scorer/Computer operators	8	Timers
1	Head Timer	1	Runner
1	Awards	2	Hospitality
1-2	Equipment Technicians	2-3	Concessions

In addition, pre-meet and post-meet administration, set-up, and clean-up demand a large commitment of team resources.

While the commitment is great in hosting meets, it is necessary to provide a quality swim program both in

attracting the best competition to our home meets and in supporting the team financially as a significant revenue producer. We are extremely fortunate to have available a 50-meter, 8-lane indoor facility at the Don Gambriel Olympic Swimming Pool. This facility, the quality competition provided by our program's swimmers, and efficient meet administration are the elements that ensure success in our area.

## **CTA TEAM POLICIES**

### **OUR POLICY ON BULLYING**

Bullying of any kind is unacceptable at Crimson Tide Aquatics and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. CTA 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.

#### **REPORTING PROCEDURE FOR BULLYING**

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 Team 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**

1. We will stop the bullying on the spot if we see it occurring.
2. We find out what happened by getting all the facts.
3. Then we make a determination if it was bullying.
4. We will support the swimmer(s) that were bullied.
5. We address the bullying with the individual and parent(s) to change that behavior.

### **OUR LOCKER ROOM MONITORING POLICY**

CTA has staggered practice times, with different groups arriving and departing from 5:15PM – 7:30PM. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. However, coaches will make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts. While we do not post coaches inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas after practice, with women checking on female locker rooms, and men checking on male locker rooms.

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area.

### **OUR 8/UNDER POLICY**

Swimmers that are 8 years of age or younger must be accompanied at the Aquatics Center by a parent/guardian for the entire time he/she is in the Aquatics Center. We ask that parents sit in the bleachers on deck during practice.

### **SWIMMER CODE OF CONDUCT AT ALL TIMES**

- All Crimson Tide swimmers are expected to follow the University Aquatic Center rules and regulations while practicing or competing in the facility. The Team will honor, without question or exception, any

suspension assessed by the facility.

- All swimmers must present their UA Action card to enter the facility for practices.
- Swimmers should be present at the pool/facility no more than 15 minutes before the start of the water practice for stretching, limbering, and to receive information. Then water time can be used to maximum advantage. **No swimmer or parent is allowed on the pool deck before 5:15PM**, unless they the Senior 2 group.
- Swimmers are expected to always support and respect their teammates.
- Bullying of any kind is unacceptable at CTA and will not be tolerated (refer to Policy on Bullying).
- Swimmers are expected to be attentive and respectful to the CTA coaching staff, the UA Rec staff, and the UA Swim and Dive Staff at all times, and to comply with their requests.
- Swimmers are not allowed to get private lessons outside of CTA, unless it has been discussed with both the primary coach and the Head Coach, and it has been determined that this is in the best interest of the swimmer. Getting private lessons undermines both the primary coach and CTA in its efforts and may be contradictory to what is best for the swimmer. In addition, any private lessons conducted at the University are in direct violation of CTA's Annual Contract with UA Recreation.
- If a swimmer will be out of the water for an extended period of time because of vacation, illness or injury, please notify the Crimson Tide Aquatics' coaching staff.
- Any behavior that disrupts the group, another swimmer or the coaching staff may result in the swimmer being excused from the activity, suspended from activities, or require a meeting with the family. Each situation will be dealt with on a case-by-case basis.
- Any use of drugs or alcohol is strictly prohibited as an active CTA swimmer. Use of drugs and/or alcohol will result in immediate suspension and further action taken by the CTA Head Coach and/or the CTA BOD.
- Please remember that CTA is a guest of the University of Alabama and that we must treat the facility with respect. University equipment (bikes, medicine balls, etc.) should only be used under the direct supervision of a member of the coaching staff.
- When CTA is away for a swim meet or team travel, it is expected that he/she will demonstrate their best behavior and respect the rules and regulations of the facility where they are competing. This includes: being respectful of fellow competitors, officials and meet workers, keeping sitting areas clean, following any set curfews, and in general being a good ambassador for CTA (see also swimmer's responsibility at swim meets).

#### **CTA SWIMMER DISCIPLINE POLICY:**

Being part of a **team** means that each swimmer acts accordingly and follows certain social norms and guidelines as established under the Code of Conduct. Each swimmer must always show his/her best character at both practice and swim meets. We want our teammates, parents, the University staff, other teams and coaches to hold us in high regard. The following consequences will take place if a swimmer's behavior warrants such action.

1. First Violation: The swimmer will receive a verbal warning from his/her coach and his/her parent/guardian will be notified by the coach.
2. Second Violation: The swimmer will be removed from the remainder of practice and up to a week of subsequent practices. The parent/guardian will be notified.
3. Third Violation: The swimmer will be suspended from practice and team activities for a minimum period of one week. The parents/guardian, swimmer, the primary coach of the swimmer, and the

Head Coach will meet together.

4. Fourth Violation: The matter will be brought before the BOD with consequence recommendation from the Head Coach. The consequence will range from seasonal suspension to permanent removal from Crimson Tide Aquatics.

**Note that disciplinary action will be subjective due to the nature of the offense, swimmer's age, timeliness, and severity.** These factors will be taken into consideration and influence the necessary steps taken by the coach. *However, the Head Coach reserves the right to permanently suspend a swimmer from CTA based on his/her actions if the Head Coach so determines that it is in the best interest of the team.*

## PARENTS'/GUARDIANS' CODE OF CONDUCT

- Be a supportive and a stabilizing force through the inevitable “ups and downs” of the sport. Encourage swimmers to take their swimming related problems to the coaching staff, who have the training, experience, and perspective needed to deal with these problems.
- Be patient with your swimmer's progress. Every athlete progresses at a different pace physically and emotionally. Keep in mind that long-term development and improvement are the ultimate goals for a happy, successful swimming career.
- Leave the coaching to the coaches. Do not pressure or offer swimming advice. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's/guardian's job to supply the love, recognition, and encouragement necessary to help their swimmer feel good about him/her. *Furthermore, if parents wish to attend practice (and we hope you do), then all parents need to sit in the bleachers and not be on deck per USA Swimming rules and UA Rec policy.*
- Parents/guardians are welcome to be spectators at swim practice but cannot interact with their children during practice. A two-way relationship exists daily at practice and it is imperative that the coaches have the swimmer's full attention at this time. Parents may sit only in the set of bleachers closest to the double doors on the North-West end of the pool.
- If you bring young non-swimming children with you to practice watching, please make sure that they respect the rules and regulations of both CTA and UA Rec. All children must have adult supervision at all times.
- Please make sure that everyone in your family entering the Aquatic Center has a UA Rec ACT card.
- When a parent/guardian has a concern regarding their child's progress or a CTA staff member, they should address the issue with their child's primary coach. Arrange a meeting and work cooperatively to resolve the concern. The Head Coach will be informed of the situation by the Assistant Coach. Never let a disagreement with a coach be known to the swimmer. Showing your child that you do not believe in their coaches' ability and/or skills can undermine a child's success in and out of the water.
- Help swimmers develop good health with pre-training and pre-meet meals, general diet, rest, appropriate dress, and positive attitudes.
- During competition, the attitude of parents/guardians and family members should be positive and sportsman like. Parents, relatives, and friends belong in the spectator area, not in team meetings, behind the blocks, or on the pool deck.
- Be pleasant to the out-of-town visitors supporting our meets and officials running the meets.
- Understand that all coaching decisions are just that. Coaches are not perfect but will always try to do what they feel is fair and right. Their job is to look after the needs of all the swimmers and the program as a whole.
- Be loyal and supportive of the team. Every team may have problems that it deals with from time to time, even teams that build champions. However, it is very important for the overall team morale that parents are positive and upbeat when they are in the company of other swim team parents, away at meets, or out

in the community as ambassadors for our team as well as the sport.

- Please do not drop your child off at the pool prior to 5:15PM. Also, be on time to pick up your child immediately following his/her practice. All swimmers will need to be picked up by 7:30PM. Failure to do so will result in a \$15.00 fine administered through Team Unify.
- Respect the CTA Coaching Staff, the UA Rec and their policies, and finally respect other CTA parents.

## **PARENT/GUARDIAN DISCIPLINE POLICY:**

Parents are the backbone of this organization. Without positive parental involvement, our team would not be able to function. As parents, we need to be good role models for our children, realizing they model what they see and hear. When parents conduct themselves in a manner which is unbecoming of a successful team, the team loses. All parents need to know the guidelines set forth in the Code of Conduct and follow them. The following are the consequences for not adhering to the Parent Code of Conduct (see pages 15).

1. First Violation: Individuals in violation of the Parent Policy/Code of Conduct will receive a written warning and meeting from the Head Coach.
2. Second Violation: A second violation will result in a suspension of parent/guardian privileges for an amount of time to be determined by the Head Coach and at least one member of the Board of Directors. A suspended parent will not be allowed in the Aquatics Center during a practice or a meet.
3. Third Violation: A third violation will result in the removal of the parent/guardian and his/her swimmer(s) from the program. Any financial obligation incurred as a result will be the obligation of the parent/guardian.

**Note: that disciplinary action will be subjective due to the nature of the offense, timeliness, and severity.** These factors will be taken into consideration and influence the necessary steps taken by the coach. *The Head Coach reserves the right to permanently suspend a parent from CTA based on his/her actions if the Head Coach so determines that it is in the best interest of the team after conferring with the BOD.*

## **IF YOU HAVE A CONCERN/GRIEVANCE INVOLVING YOUR SWIMMER**

In most organizations there will always be questions and/or concerns. We understand that from time to time a parent may have a misunderstanding or concern with their swimmer(s) and want that addressed. If you have concerns or issues that concern your swimmer, please do this in order:

1. Talk with your swimmer(s) Primary Coach:  
Should a parent/guardian have a concern or complaint involving an Assistant Coach, that parent/guardian should first, if appropriate, make a reasonable effort to resolve the matter at the Assistant Coach level. The Assistant Coach may ask that the complaint or concern be in writing. The Assistant Coach will advise the Head Coach of all parent/guardian concerns or complaints brought to that Assistant Coach's attention as well as the outcome. The parent/guardian should, at an appropriate time that does not interfere with practice, schedule a meeting with the Assistant Coach to discuss the matter. *If the parent/guardian is not satisfied following the meeting, then the parent/guardian should contact the Head Coach to schedule a meeting at that level.*
2. Set up a time to talk with the Head Coach:  
Should a parent/guardian have a concern involving the Head Coach, that parent/guardian should first, if appropriate, make a reasonable effort to resolve the matter at the Head Coach level. The Head Coach may ask that the complaint or concern be in writing. The Head Coach will advise the Board of Directors of significant parent/guardian concerns or complaints brought to the Head Coach's attention as well as the outcome. The parent/guardian should, at an appropriate time that does not interfere with practice, schedule a meeting with the Head Coach to discuss the matter. *If the parent/guardian is not satisfied following the meeting, then the parent/guardian should contact the CTA BOD Chairperson in writing.*
3. Contact the Chairperson of the CTA Board of Directors:  
The parent/guardian should submit the complaint or concern in writing to the Board Chairperson for review by the Board of Directors. Such complaints are to be submitted in writing and must contain

specific and pertinent facts. The Board of Directors will make every reasonable effort to resolve the complaint or concern. *If no resolution can be obtained, the Board of Directors will render a decision based on the rules and regulations found in the CTA Handbook.*

### **PAYMENT POLICY FOR MONTHLY TRAINING FEES**

1<sup>st</sup> day of each month                      Your CTA account balance must be paid in full.

Last day of the month                      \$10 late fee will be assessed on any payments outstanding and will continue to be assessed each month until balance is paid.

Payments must be made through the Team Unify automatic payment system that is available through our website (www.swimcta.com). ***Effective August 1, 2015, we will no longer accept checks or money orders.***

Accounts 30 days overdue will be contacted by the Treasurer and issued a warning letter.

Accounts 60 days overdue will be contacted by the CTA President and their swimmer(s) will be suspended from participating in any team activities. Training fees will continue to be assessed during suspension and the swimmer will not be reinstated until payment of the account has been made in full.

Accounts 90 days overdue that have not contacted the Treasurer or Head Coach will be assumed to have withdrawn from the team. Appropriate action will then be taken to collect the outstanding debt and if judgment is secured, the matter will be filed with Southeastern Swimming. According to the rules of USA Swimming, a family should be in good standing with their previous team before registering as a member of another team. The Aquatic Center Family Membership will be cancelled, and Action Cards deactivated.

### **MONTHLY TRAINING FEES**

Training fees are billed based on an 11-month payment cycle (September through July). The training fees can be found on our team's website.

- If a Swimmer trains for any part of a month, the Parent/Guardian is obligated to pay the full training fee for that entire month.
- It is agreed to that the Parent/ Guardian will be responsible for any court costs, including reasonable attorney fees, incurred in the collection of any monies due to CTA as a result of default by the Parent/Guardian under this agreement.
- ***A 30-day email notice (through "Contact Us" on our website) of a swimmer's withdrawal from CTA is required. This will be the last billed month.***

### **POLICY FOR SUPPORT AT CTA HOSTED SWIM MEETS** (either at UA or Crossplex, Birmingham)

Swim meets are an integral part of the team and require support from the families of team members.

#### **I. Parent/guardian work requirements for hosted/co-hosted swim meets.**

- A. For each swim meet hosted/co-hosted by Crimson Tide Aquatics, parents/guardians will be required to work a specified number of sessions per meet or **pay \$50.00 per session not worked**. This will only be billed if there are positions available for every family to perform at a meet.
- B. Parents with unusual circumstances have the right to submit a written request for a "Swim Meet work Requirement Waiver". All waivers go to the CTA Head Coach whose decision on the waiver will be final.
- C. The work requirement is based on staffing needs, not on swimmer participation in individual meets.
- D. **If a family decides not to attend a CTA hosted meet for any reason, then a flat charge of \$75 will be charged for each swimmer in the family.** We really want all of our swimmers to participate in CTA hosted meets.

II. Parent/guardian concession and/or hospitality donation

- A. For each swim meet hosted/co-hosted by CTA, parents/guardians will be required to make a monetary donation based on the price of hospitality for coaches/officials and equally divided by member families currently active on CTA. Parents that volunteer to work CTA meets may be relieved from this hospitality fee. If a parent does not work a meet, then there will be a Hospitality fee of anywhere between \$10 - \$20 per family depending on the meet and hospitality costs.
- B. The concession/hospitality donation is based on swim meet needs, *not on swimmer participation* in individual meets.