

Sullivan Blue Dolphins

Team Handbook & By-laws

**2023-2024
Short Course/Long Course Season**



Vision

The Sullivan Blue Dolphins is a team that encourages its athletes to meet their potential with the guidance of teaching and to progress through the levels of swimming competition. It provides the opportunity for all swimmers to reach an upper level of mental training and swimming, including Age Group Championships, Senior Championships, and High School State competition.

Mission

SBD is committed to providing a safe environment for all participants. To do so we have athlete protection policies and guidelines in place. We achieve our vision through determination to provide a teaching program for our athletes that is inclusive to all swimmers needs, while promoting a safe environment for all participants. SBD's athlete protection policies along with regular communication with the parents and athletes provides them with information regarding the sport of competitive swimming and athlete protection. We have developed and strive to uphold a system that requires the active involvement of parents, athletes, coaches and volunteers.

Values

- Teaching technique and sportsmanship through practice and competition
- Improving the quality of swimming at all levels
- The promotion of the sport as a family-oriented endeavor
- Maintaining a high degree of continued safety for all athletes and providing a safe environment

Swimmer Conduct

The Sullivan Blue Dolphins are fortunate to have use of the Civic Center for practices and meets. To maintain this situation, we must enforce strict rules of discipline to prevent damage to these facilities.

Swimmers and parents are expected to show responsible behavior at practice and meets, before and after practice, and when traveling to meets. The behavior of each member strongly affects how our team is viewed by others. Negative or abusive behavior will not be tolerated and will be subject to disciplinary action. We are guests of all the facilities we use. Please conduct yourselves as such before and after practice, in the hallways and locker rooms. We can only be a respected group as long as we respect others.

Parental Responsibility

When your children become involved in our program, the parents/guardians become active participants as well. The Sullivan Blue Dolphins cannot function without the involvement of every parent. It is your responsibility to help the Board and coaching staff provide the best possible environment in which to develop the skills and abilities of every swimmer.

As a parent/guardian, your swimmer(s) depends on you for love, support, and acceptance. Help your swimmer fulfill his/her commitment by:

1. Making sure he/she is on time and prepared for practice and meets.
2. Monitoring their diet and rest patterns. Help to ensure that he/she gets adequate sleep and a well-balanced diet.
3. Be supportive of your swimmer. They all work very hard and seek positive reinforcement every time they swim.
4. Communicate with the coaches.
5. Read and follow all Safe Sport standards, which are located on the team website.
6. Pull in and park to drop off or pick up your swimmer. SBD parents are not allowed to pull up and drop off or pick up swimmers at the entrance, this is a safety issue.

Our coaches are trained and skilled at constructively criticizing a swimmer's performance, technique, strategy, and pace. Let the coaches coach and the parents love. The significance of material rewards should be down-played in favor of personal best times and goal-setting. All swimmers should be encouraged to swim all events available to them at the swim meets. Longer and/or more difficult events will become easier every time they are attempted.

Parental Financial Responsibility

Sullivan Blue Dolphins offers a monthly payment plan or annual payment.

ANNUAL PAYMENT

Annual payments are not refundable for any reason. Annual payments are due annually on September 1st.

MONTHLY PAYMENT

Monthly payments are paid in 10 installments starting September 1st and ending June 1st. Monthly payments are due the 1st of each month via our electronic payment system or cash or check.

Monthly payments are a commitment to the whole season dues are still due each month whether a swimmer attends practice or not. A 10% convenience fee will be assessed to monthly payment accounts. A monthly late payment fee of \$15.00 will be assessed to any account not paid by the 15th of the month.

All credit card or ACH fees charged to the Sullivan Blue Dolphins Team Unify account will be paid by the parent account at time of payment. Bank fees incurred due to returned checks or ACH will be charged to the parent account.

MULTI SWIMMER DISCOUNT

Full price 1st swimmer, 10% off 2nd swimmer, 15% off 3rd swimmer and each consecutive swimmer

If an account becomes delinquent after 25 days, it must be brought current and remain current, thereafter monthly, for the swimmer to continue to practice or attend meets. Sullivan Blue Dolphins reserve the right to work with any family who maintains communication with the Team Treasurer or Team President to bring account current. It is at the Treasurer or President's discretion if the terms are being upheld. If at any time the President or Treasurer deems the terms not being upheld, that account immediately defaults back to the 25-day rule noted above.

The Treasurer and President are required to report monthly to the SBD Board with any accounts 25 days past due and any terms they have agreed to. The Sullivan Blue Dolphin Board holds the final decision on any swimmer(s) removal from the team for non-payment on account.

Sullivan Blue Dolphins Team Rules

The following rules are to be followed at all times by all swimmers:

Conduct yourselves in a manner that ensures your own safety and the safety of others. The following are specific situations that will not be tolerated:

- There will be absolutely no name-calling or negative comments to fellow team members
- Abusive behavior (spitting, hitting, snapping with towels, etc) will not be tolerated
- Absolutely NO inappropriate language or conversations
- All USA Swimming Safe Sport Rules are to be followed at all times www.usaswimming.org
- SBD holds a zero tolerance for drug or alcohol use or abuse

One violation can be grounds to remove a swimmer from a practice or meet.

Repeated offenses will lead to suspension.

FACILITY RULES:

- When swimmers arrive at the pool, they will sit quietly in the lobby or on the benches by the pool
- Absolutely no climbing on trees on the Civic Center property
- Swimmers will not play in the parking lot for obvious safety reasons

LOCKER ROOM RULES:

- Upon arrival or fifteen minutes before practice, swimmers will go into the locker room to change
- Swimmers will not be in the locker room once practice has started
- Swimmers that arrive late will change quickly and report to the deck
- Running around the locker room is absolutely prohibited
- Swimmers will treat other people's belongings with respect (by not touching them). There will be no throwing of clothes, suits, goggles etc.
- There will be no rough housing, shouting or use of foul language in the locker room
- Clothes will be stacked neatly on the benches provided in the locker room
- All personal belongings of other swimmers will be respected and kept dry
- Shampoo and conditioner goes on the swimmer's head or in the bottle, NOT on the floor
- Experienced swimmers are expected to set the example for the younger swimmers and newcomers

MONITORING OF LOCKER ROOMS:

Sullivan Blue Dolphins will regularly monitor the use of locker rooms and changing areas to ensure compliance with this policy. Locker rooms and changing areas may be monitored by use of the following methods:

- Conducting a sweep of the locker room or changing area before athletes arrive
- Posting staff directly outside the locker room or changing area during periods of use
- Leaving the doors open when adequate privacy is still possible
- Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms
- Sullivan Civic Center is a public facility and the health club members do have rights to use the locker rooms
- Cameras are posted at both entrance and exit of the locker room to monitor
- No swimmer is required to use the locker room
- There is a handicap changing room on the pool deck for use at a parent/guardians request

MISCONDUCT IN THE LOCKER ROOM

Sullivan Blue Dolphins has a zero tolerance policy for any misconduct in the locker room. The Head Coach has the discretion to ban any swimmer for misconduct from the locker rooms. The Head Coach will contact the parents during this situation and the swimmer will be required to dress using the handicap room on the pool deck.

Electronic Communication Policy

PURPOSE

The Sullivan Blue Dolphins recognize 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 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, inappropriate or sexually explicit pictures
- The adult's personal life, social activities, relationship or family issues, or personal problems

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?"

Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional

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. Any electronic communication with minor athletes must be done between the hours of 8am to 8pm. If it is one on one communication, a parent or guardian must be copied.

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 it is one on one communication a parent or guardian must be copied.

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 have any private communication via social media.

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.

TWITTER

Sullivan Blue Dolphins does not authorize the use of Twitter for team representation.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 8am until 8pm. Texting only shall be used for the purpose of communicating information directly related to team activities. Any electronic communication with minor athletes must be

done between the hours of 8am to 8pm. If it is one on one communication a parent or guardian must be copied.

EMAIL

Athletes and coaches may use email to communicate between the hours of 8am to 8pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied. Any electronic communication with minor athletes must be done between the hours of 8am to 8pm. If it is one on one communication a parent or guardian must 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.

POOL RULES:

Rules for athletes

- Before Practice
 - Wait to go near the pool until the coach is on deck and gives permission
 - Sit in the lobby area until the coach is on deck
 - Swimmers arriving late without a note or advanced notice from the parent will make up the missed sets or distances after practice or another time set by the coach
 - Display respect at all times
- During Practice
 - No running, rough-housing or playing with equipment
 - Excessive playing with goggles, caps or other equipment shall result in practicing without them
 - If a swimmer chooses to touch the bottom of the pool in the middle of a length, that swimmer will repeat the length starting back at the wall
 - The lane lines are not to be sat on, swam over or abused in any other way
 - No visiting with parents/guardians for reasons unrelated to the swim practice
 - Follow the work out set by the coach at practice, unless there is a medical exception
- After Practice
 - Put their equipment away after use
 - Get permission from the coach before leaving the pool area

Rules for parents/guardians

- Must contact the coach about any early release
- Not allowed past the rope area during practice for safety issues and to not disturb practice
- During practice, no visiting with swimmer for reasons unrelated to the swim practice

Action Plan to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at Sullivan Blue Dolphins (SBD) 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/guardians 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.

WHAT IS BULLYING?

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

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

- Causing physical or emotional harm to the other member or damage to the other member's property
- Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property
- Creating a hostile environment for the other member at any USA Swimming activity
- Infringing on the rights of the other member at any USA Swimming activity
- Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or Licensed Swim Committee LSC).

REPORTING PROCEDURE

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

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

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to

make sure that memories are fresh and behavior can be accurately recalled and 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.**
 - Keep all the involved children separate.
 - Get the story from several sources, both adults and kids.
 - Listen without blaming.
 - Don't call the act "bullying" while you are trying to understand what happened.
 - 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.
 - Review the USA Swimming definition of bullying;
 - 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?
 - 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.
 - 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. 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.
 - 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:
 - 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.
 - 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.

ADDRESSING BULLYING BEHAVIOR

- When bullying happens the Head Coach will make sure the child knows what the problem behavior is
- Head Coach will contact the parents/guardians for a meeting with swimmer and parents to discuss why the behavior happened and preventative measures for the future
- Swimmer who bullied will need to be involved in making amends or repairing the situation under the guidance of Head Coach and parents/guardians
- Head Coach will follow-up.
- After the bullying issue is resolved, continue to find ways to help the child who bullied to understand how what they do affects other people.

SWIMMER WHO WITNESS BULLYING

There are a few simple, safe ways that SBD athletes can help stop bullying when they see it happening.

- Be a friend to the person being bullied
- Tell a trusted adult – your parent, coach, or club board member
- Help the child 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.”
- Set a good example by not bullying others
- 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.

The Head Coach(es) has the option of suspending swimmers for general disciplinary problems for a maximum of one week. The parents of any swimmer suspended for any reason must contact the coach to discuss the swimmer’s conduct before the swimmer will be permitted to rejoin the team.

All Civic Center rules and regulations for the public apply to the swim team members while at the Civic Center. Anyone disregarding these rules may be expelled from the Civic Center for whatever time is

deemed necessary. Parents should go over these rules with their swimmers and discuss acceptable behavior with their child so that there will be no misunderstanding.

Swim Meet Information

Good meet behavior is the responsibility of the swimmer. The coaches are busy coaching and thus have little time to act as disciplinarians at the meet. Please help by looking after your swimmer.

Parents/guardians are NOT permitted on the deck at meets unless they are working. If you need to talk with the coach, please send word with your swimmer. The coach can't be aware of everything that is going on at a meet; problems may arise that need to be brought to the attention of the officials. If you have a question or complaint, consult with the coach, and if necessary, the coach will bring the matter to the attention of the proper authority.

No one can tell how long a swim meet will last. Meet length depends upon how many swimmers attend, the number and type of events and how smoothly the meet runs. Most morning sessions are over around noon and afternoon sessions finish around 4pm to 5pm.

Administration fee of \$5.00 per swimmer will be charged to the member accounts for every meet swimmer is entered in. Fee is non-refundable for no shows at meets.

If you have signed up for a meet but cannot make it, you are still responsible for any meet entry fees when applicable.

It is our hope that this will help you in a small way get ready for meets. Nothing can help better than experience. Please feel free to contact the coaches at home or at the pool if you have any questions or problems. If you know that you signed up for a meet and something comes up and you cannot make it, please notify the coach. Even if it is a sick swimmer, early in the morning on the day of the meet please call us and let us know. Try to make sure they get to bed early enough to feel rested and energized for early morning swims.

SWIMMER “TO-DO’S” FOR MEETS

- Packing and Arriving
 - Pack the swim bag the night before (goggles, swim cap, suit, maybe an extra suit, warm-ups, towel, and dry change of clothing, personal hygiene products)
 - Pack some nutritious snack food: juice, energy bars, granola mix.
 - Take a sleeping bag or heavy blanket to spread out on the gym floor as a place to rest.
 - Make sure that everything you take is marked with your child's name.

- Plan to arrive 15 minutes before warm-ups are to start. Locate where the swimmer is to put his/her belongings. Inform the coach that your swimmer has arrived. Become familiar with the facility.
- Always check in with the coach upon arrival. There are several things a coach must take care of at meets and needs to know that everyone has arrived. (Especially for relays)
- Find where race and check-in information is posted.
- Behavior at Meets
 - All rules regarding behavior in locker rooms apply for swim meets.
 - Swimmers are responsible for getting to the bullpen or starting blocks on time. It is the swimmer's responsibility to pay attention to what's going on at the meet and to report to the proper place at the proper time.
 - Every swimmer is to report directly to the coaches prior to and immediately following each event that they swim. Parents are asked to please cooperate and reinforce this procedure.
 - Swimmers should plan ahead and bring along books, games, school work or some other form of quiet activity to keep themselves occupied during the meet.
 - The coach will pick up the awards for the team and distribute them unless otherwise stated. They will not be mailed to you.
 - There will be absolutely no running around or rough housing in the gym, locker room, or any other area at the meet. Children can be kicked out of the meet if they do so.
 - Swimmers are expected to treat other people and their property (SBD and otherwise) with respect and thoughtfulness.

RELAY POLICIES FOR MEETS

Relays will be determined by having the four (4) fastest swimmers, based on record time (including the present meet) swim as the "A" relay. The next fastest as the "B" relay, etc. In addition, situations may occur when the coaches decide to split relays in order to create event teams. This is the decision of the coaching staff. All relay events will be posted before the meet on the website. Once the relays are set, only at the coaches' discretion will changes be made during the meet. If a swimmer scratches from the meet this will cause the swimmers relay team to also be scratched

Team Travel Policy

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, parents not in attendance.

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.

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.

1. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
3. 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)
4. 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 – SBD Additional Policies

1. 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.
2. 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 should stay with them. Where chaperones are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by the athlete's parents (or legal guardian).
3. 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.
4. 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).

5. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
6. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
7. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
8. Curfews shall be established by the team or LSC staff each day of the trip.
9. 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.
10. The directions & decisions of coaches/chaperones are final.
11. 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.
12. 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.
13. 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.

Publicity Policy

The Blue Dolphins has a Publicity Director who puts information on team events and activities in the newspaper. In conjunction with these articles SBD will also run photos. All swimmers must have the consent form on file to be published. Swimmers are selected randomly or based on the event; ie state meet etc.

Example of form SBD has all parents and guardians sign **annually during the online team registration**

Sullivan Blue Dolphins Photo Consent Form * All swimmers must have one returned

Sullivan Blue Dolphins may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent/caregiver of _____ I allow the following

Take photographs to use on the club's secure website

Consent given Consent refused

Take photographs to include with newspaper articles

Consent given Consent refused

Take photographs to use on club notice boards

Consent given Consent refused

Video for training purposes only

Consent given Consent refused

Signed: _____

Dated: _____

Please return this form to: _____
In addition to SBD's policies stated above we also follow all USA Swimming Safe Sport Policies, listed in the Minor Athlete Abuse Prevention Policy included in the Team Handbook.
www.usaswimming.org/maapp

Fundraising Policy

Sullivan Blue Dolphin Parent Board reserves the right to change the Fund-raisers for the benefit of the team annually with a majority board vote. In the event this happens the event rules will be emailed to all current team members.

Fund-raising is necessary to support operating expenses of the team. This includes supplies, equipment, purchases, maintenance; coaches travel expenses, awards, postage, etc. Fund-raising also keeps dues under control. **IT IS EXPECTED THAT ALL SULLIVAN BLUE DOLPHIN FAMILIES WILL PARTICIPATE IN FUND-RAISING.**

In order to meet our financial needs, the following obligations have been established: All fund-raising events sponsored by the Sullivan Blue Dolphins require volunteers. All parents and guardians are expected to participate at all fund-raisers. Following is an itemization of cost that will be charged per swimmer's account for non-participants in fund-raising.

The Board feels the below fund-raising requirements are reasonable. The burden of fund-raising needs to be shared by all. There will not be a monetary expense to any family who is willing to donate the time.

Swim-A-Thon: Team event where each swimmer swims for a set length of time to raise funds for the team by pledges for the number of laps swam or flat donations. Each swimmer/family is required to set up a Swim-A-Thon page through the team website to collect donations. Instructions are provided at the time of the event. Social media is the driving force of this fund-raiser. A family who does not have a social media outlet must use the paper pledge form to attempt to collect pledges. It is not mandatory for a swimmer to swim the day of the event. Swimming at the event does not constitute participation fulfillment. No swimmer will be forced to swim more than they are physically capable. This is promoted as a positive fun event. **Any swim family who does not attempt to collect pledges or donations in any form listed above will be assessed a non-participation fee of \$100.00 per swimmer.**

Reverse Raffle: There are jobs that need to be done before, during and after the Reverse Raffle. Donated items are also needed. **The commitment is \$100 per swimmer which may be fulfilled by the following:**

1. **Ticket purchase or sale**
2. **Donated item of \$100 value**
3. **Donated volunteer time**

Home Swim Meets: There are several jobs to do before, during and after a meet; there is something for everyone. In the event that at least one (1) adult family representative is not able to volunteer or make a donation, a **\$35.00 fee per swimmer** will be assessed.

Team Placement and Training Group Changes

Team Placement Criteria & Considerations

1. Level of commitment.
2. Practice attendance.
3. Training ability.
4. Stroke and skill development.
5. Level of maturity & personal responsibility.
6. Age and previous experience.
7. Meet performance & best times.
8. Space availability.
9. Satisfactorily completes placement test/tryout (if new to team).

Training Group Promotions

The swimmer under consideration:

1. Consistently makes choices that demonstrate the willingness to make the commitment level expected of swimmers at next level.
2. Meets attendance expectations for current group; demonstrates ability to make attendance requirements for next level.
3. Consistently trains above the level of the current practice group.
4. Demonstrates ability to train successfully on base intervals for next practice level.
5. Has mastered stroke and skill expectations of the current practice group.
6. Exhibits a level of maturity and responsibility typical of swimmers at the next level.
7. Fits age and experience parameters of next training level.
8. Has demonstrated potential to compete successfully at general competition level of the next group.
9. **Swimmers who advance during the season on the annual payment plan will not be assessed the higher group fee. The change will be made annually on September 1st. Swimmers on the monthly installment plan dues will be based on group level the 1st of each month.**

Training Group Demotions

The swimmer under consideration:

1. Has demonstrated that he/she is not willing to make the commitment level expected of the current practice group.
2. Attends practice consistently less often than the group expectation.
3. Is not training successfully on base intervals for team level.
4. Needs injury rehabilitation at a less strenuous level.
5. Swimmers who are demoted during the season are not eligible for a refund of any dues

Sullivan Blue Dolphins

Official Program

Who runs a swim meet? The dedicated parents of swimmers do- official's.

SBD needs parent officials. The representation on a pool deck at a meet is more important than some realize. Having dependable officials on deck makes things run smooth for all swimmers.

Attached is the Illinois Swimming Official requirements list. Once a parent takes the course and has passed all training SBD will reimburse the USA swim card and background check fees. SBD will reimburse mileage to the training site the week after the parent takes the course. Email the Treasurer your mileage for reimbursement.

Once a parent becomes a certified official (training done) the following compensation program will be in effect.

Admin Official	\$20.00 credit to swim account for each session worked at a meet SBD is attending.
Stroke Turn Official	\$20.00 credit to swim account for each session worked at a meet SBD is attending.
Starter	\$30.00 credit to swim account for each session worked at a meet SBD is attending
Meet Referee	\$50.00 credit to swim account for each session worked at a meet SBD is attending.
Home Meets	Credit is not given considered part of parents requirement to help with SBD events.